



TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir
Technological University of the Shannon:
Midlands Midwest

HUMAN RESOURCES

Marriage & Civil Partnership Leave Policy 2026-2029

Document Control Summary:

Version Number/ Revision Number	Revision Date	Summary of Changes	Changes marked
2.0	Jun 2026	TUS Policy Template Adopted	

Consultation History:

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation e.g.: PRC, ARC, GB	Summary of Changes
2.0	October – Jun 2026	Unions, HR Managers	TUS Policy Template Adopted

Development Log:

Responsible for:	Title
Policy Developer:	Human Resources Department
Policy Owner:	VP People & Organisation
Recommended by:	Human Resources Department
Approving Authority:	VP People & Organisation
Reference Documents:	

Approval Log:

Version	Approved By:	Approval Level
2.0	VP People & Organisation	3

Date Approved: June 2026	Date Policy to take effect: June 2026
---------------------------------	--

Review Timeframe:

Version	Next Review Date:
1.0	1 st January 2030

Document Location:

Website – Policies and Procedures	X
Website – Staff Hub	
Website – Student Hub	
Other: - Internal Use Only	

Table of Contents

1.	Introduction	3
2.	Purpose.....	3
3.	Scope	3
4.	Roles and Responsibilities	3
5.	Entitlements	3
6.	Application Procedure	4
7.	Compliance/Monitoring Review	4
8.	Queries	4

1. Introduction

This policy is intended to provide staff of the Technological University of the Shannon (TUS) with details of entitlements in relation to Marriage & Civil Partnership Leave.

2. Purpose

This policy provides staff of the University with details on entitlements to Marriage & Civil Partnership Leave.

3. Scope

This policy applies to all staff who are getting married or entering a civil partnership.

4. Roles and Responsibilities

4.1. Line Managers/Supervisors

- Authorise leave requests in a timely manner.
- Ensure a discussion takes place with staff member in preparation for the leave.
- Ensure fair and consistent application of leave policies
- Promote an environment of equality, diversity and inclusion which support work life initiatives.

4.2. Staff

- Read and understand this policy and make themselves aware of their obligations.
- Apply for leave within defined timelines.
- Provide required documentation
- Provide reasonable notice to the line manager/supervisor to take leave for a plan to be put in place to avoid/minimise any disruption to service.

5. Entitlements

Staff will be granted seven consecutive days, (inclusive of a maximum five paid working days) leave of absence, from the date of Marriage/Civil Partnership.

A further seven consecutive days, (inclusive of a maximum of five working days) leave of absence without pay, immediately following leave of absence with pay, can be requested.

6. Application Procedure

Application for leave to be made through the HR Employee Self Service (ESS) and authorised by the line manager/supervisor.

A copy of the Marriage/Civil Partnership certificate must be forwarded by staff member to Human Resources as soon as possible.

7. Compliance/Monitoring Review

This Policy will be updated as required to reflect changes in applicable laws or in relevant circular letters.

The policy will be reviewed every 4 years to reflect national policy and guidelines, and national / international benchmarks of best practice.

8. Queries

For enquiries on this policy please contact the relevant HR Office:

TUS Midlands: hr.midlands@tus.ie TUS Midwest: hr.midwest@tus.ie