



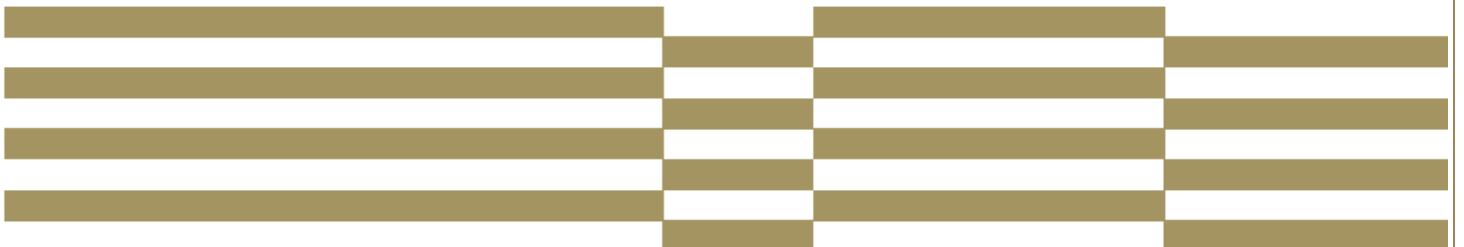
TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Marriage and Civil Partnership Policy

Human Resources Department





Document Control Record

TUS Marriage and Civil Partnership Policy	
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Revision History	
Revision No	Comments/Summary of Changes
1.0	AIT/LIT policies reviewed with differences identified and agreed for a TUS Policy. All Unions consulted and changes agreed.

1. This policy applies to all employees who are getting married or entering a civil partnership of the Technological University of the Shannon: Midlands Midwest (TU).
2. Employees will be granted seven consecutive days, (inclusive of a maximum five paid working days) leave of absence, from the date of Marriage/Civil Partnership.
3. This policy allows for 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, if requested.
4. Application for this leave can be made through the HR Employee Self Service (ESS) and authorised by the line manager/supervisor.
5. A copy of the Marriage/Civil Partnership certificate must be forwarded to the Human Resources Department as soon as possible.

Queries

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

TUS Midlands: hr.midlands@tus.ie

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