



<b>POLICY:</b>	Conferring Leave Policy
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<b>FIRST DRAFT:</b>	
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<b>ADOPTED:</b>	BR 2014#01
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<b>AMENDMENTS:</b>	
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<b>REVIEW:</b>	March 2019
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All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

**1. Purpose**

- 1.1 This policy specifies the arrangements in place at Mary Immaculate College for the administration and monitoring of the College's Conferring Leave policy.

**2. Scope**

- 2.1 One day's special leave with pay is provided for staff members on the occasion of their conferring from a recognised establishment.

**3. Procedure**

- 3.1 Requests for special leave should be submitted in writing to the Head of Department/Line Manager as appropriate. A decision to grant special leave will be made by the Head of Department/Line Manager in consultation with Human Resources.
- 3.2 Original transcripts verifying the qualification received must be presented to Human Resources to be placed on the staff members personnel file within 4 weeks of graduation.