



<b>POLICY:</b>	Special Leave with Pay
<b>FIRST DRAFT:</b>	
<b>ADOPTED:</b>	BR 2008#04
<b>AMENDMENTS:</b>	None to Date
<b>REVIEW:</b>	To go to Consultation

## **POLICY ON SPECIAL LEAVE WITH PAY**

### **1. PREAMBLE**

- 1.1 This policy document is based on and written in accordance with the procedures and regulations laid down by the Department of Finance. The terms and definitions used in this policy are taken from those procedures and regulations. 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.

### **2. LEAVE FOR JURY SERVICE**

- 2.1 Staff are eligible for paid time off to attend for jury service.
- 2.2 According to the various Juries Acts, academic members of staff may be excused from jury service, owing to the teaching aspect of their work.
- 2.3 Academic staff who wish to be excused from Jury Service must obtain a letter from the Human Resources Manager stating that jury service would be contrary to public interest because he/she performs essential and urgent services that cannot reasonably be performed by another or cannot be postponed.
- 2.4 Application for Jury Service Leave must always be sent via the Head of Department, Line Manager, or Supervisor to Human Resources Manager.

### **3. OTHER CATEGORIES OF LEAVE WITH PAY**

- 3.1 Subject to the approval of the Head of Department/ Human Resources Manager, a staff member may be granted special leave with pay in the following circumstances:
- When invited to sit on an interview board.
  - When undertaking specified periods of training with the Defence Forces.
- Applications for such leave must be sent to the Human Resources Manager.
- 3.2 Applications under this heading must always be sent via the Head of Department/Line Manager to the Human Resources Manager.