

**Circular Title:** **Special Leave with pay on Marriage**

I am directed by the Minister for Public Expenditure and Reform to say that the following will apply in relation to special leave with pay on marriage:

**Circular Number:** 6/2016

**Purpose:** To state the amount of special leave with pay at the time of marriage in the Civil Service

**Circular Application:** To all civil servants

**Effective From:** The annual leave year which commenced in 2015

This Circular revokes Circular 7/1982 and Letter to Personnel Officers of 21 July 2011.

### **1.1 Purpose**

The purpose of this Circular is to set out the amount of special leave with pay that can be taken at the time of marriage. General Council Report 1534 refers, attached at Appendix 1.

### **1.2 Duration of marriage leave**

A civil servant will be allowed up to 5 days special leave at the time of marriage subject to an overall total between annual leave and marriage leave of 27 days in the leave year in which the marriage takes place.

Louise McGirr  
Civil Service HR Policy Unit

11 April 2016

## Appendix 1

### Civil Service Conciliation and Arbitration Scheme

### General Council Report 1534

### Meetings of 29 July 2015 and 30 September 2015.

Claim seeking an agreement on an increase in the threshold of combined annual leave and marriage leave as a result of the assimilation of privilege days with annual leave, the of which will be to restore the levels of marriage leave available.

In 2011 two privilege days were assimilated into annual leave, giving rise to an increase in annual leave. As a result of this the Staff Side drew attention to the fact that the increase in annual leave had in effect, led to a reduction in marriage leave. In this claim the Staff Side sought an increase of two days in the overall total of annual and marriage leave from 26 days to 28 days.

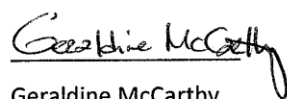
The Official Side agreed that in the past the overall total had changed regularly over the years as the annual leave entitlement of civil servants had increased. The most recent increase was in 2004 when the overall total increase to 26 days.

The Official Side pointed out that in the past the overall total of marriage and annual leave had increased by one day only. Therefore in keeping with this practice, the Official Side offered an increase in the overall total to 27 days. After some consideration the Staff Side accepted this offer.

All civil servants coming under the Scheme of Conciliation and Arbitration will therefore be allowed up to 5 days paid leave at time of marriage subject to an overall total between annual leave and marriage leave, of 27 days.

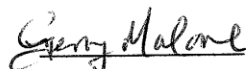
The new arrangements are effective from the annual leave year which commenced in 2015.

This report recording agreement was adopted on 19 November 2015.



Geraldine McCarthy

Official Side Secretary



Gerry Malone

Staff Side Secretary