



Special Leave with Pay

1.0 Policy Statement

1.1 The purpose of this Policy is to set out the conditions under which employees may be granted special leave with pay. This policy document is based on and written in accordance with relevant legislation and departmental circulars.

1.2 All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality in accordance with law.

2.0 Scope of Policy

2.1 This Policy is applicable to all employees of Mary Immaculate College.

3.0 Legislation, Regulations and Other Related Policies

3.1 Legislation, regulations and codes of practice in relation to this document include

- Juries Act, 1976
- Circular 31/2007 – Attendance of Civil Servants in Court as Witnesses

4.0 Responsibilities

4.1 It is the responsibility of each employee to comply with the provisions of this Policy.

4.2 It is the responsibility of The Human Resources Office to approve applications for special leave with pay and to maintain records of same.

4.3 *An tUachtarán* and the Executive Team shall be responsible for the implementation of this policy.

5.0 Leave for Jury Service

5.1 Staff are eligible for paid time off to attend for jury service.

5.2 The Juries Act 1976, lists persons who are excusable from Jury Service as of right including members of a religious order, nurses and any member of the teaching staff of an educational institution subject to certification that the person concerned performs services in the institution that cannot reasonably be performed by another or postponed.

5.3 Staff who are excusable from Jury Service as of right may request a letter from the Human Resources Office stating that jury service would be contrary to the public interest because he/she performs essential and urgent services that cannot reasonably be performed by another or cannot be postponed.

5.4 Applications for Jury Service Leave must always be sent via the Head of Department, Line Manager, or Supervisor to the Human Resources Office.

6.0 Attendance of a Staff Member in Court as a Witness

6.1 A staff member called to attend court as a witness for the State whether arising from their official duties or on foot of a subpoena will be granted leave with pay to attend.

6.2 A staff member called to attend court as a witness on behalf of parties other than the State will be granted leave with pay, provided they have been served with a summons or subpoena

7.0 Other Categories of Special Leave with Pay

7.1 Subject to the approval of the Head of Department/Line Manager and the Director of 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 in another public service body.
- When undertaking specified periods of training with the Reserve Defence Forces.
- On the occasion of an employee’s conferring from a recognised higher education institute

7.2 Applications under this heading must always be sent via the Head of Department/Line Manager to the Director of Human Resources.

8.0 Audit and Evaluation

8.1 This policy will be reviewed on a five yearly basis. The Director of Human Resources will initiate the review.

Revision	Document History	Reviewed By ET	Approved By UR
0	Initial Release		UR2008#04
1	Review - incorporated PGP060		UR2020#03
2	Review	ET2024#11	UR2025#01