

This domestic leave applies to:  
All **non-teaching** staff except classroom/nursery assistants.

<b>Summary of Contents:</b>  Addendum to Management Side Advisory Bulletin No 18, issued in December 1991.  <b>Enquiries:</b>  Any enquiries about the contents of this bulletin should be addressed to:-  Human Resources Belfast Education and Library Board 40 Academy Street BELFAST BT1 2NQ	<b>Date of Issue:</b> 4 August 1999  <b>Related Documents:</b>  Bulletin 18      Tel: 02890 564000 Fax: 02890 331714
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The Management Side of the Council recommends as follows:

Leave with pay under this heading is not part of annual leave entitlement, is granted at the discretion of the boards, and is subject in all cases to exigencies of the service.

The following schedule offers a set of guidelines to boards on how they might exercise their discretion in other “domestic situations”.

## **Cause of Absence**

## **Recommended Action**

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| 1. Death of a near relative or other relative who is a member of the officer's household.  | Up to 3 working days leave with pay at the time of the bereavement if deceased is spouse, or father, mother, brother, sister, son, daughter, mother-in-law, father-in-law, daughter-in-law, son-in-law or other relative who is a member of the officer's household. (Agreement of Council) |
| 2. Death of other relative.  | 1 days leave with pay if deceased is sister/brother-in-law, grandmother, grandfather, uncle, aunt, niece, nephew, grandson, granddaughter.  |
| 3. Attendance at funeral other than as specified under 1 & 2 above.  | Annual leave/unpaid leave.  |
| 4. Marriage  | 5 days leave with pay. (Agreement of Council)   |
| 5. Attendance at a wedding.  | Annual leave/unpaid leave.  |
| 6. Serious illness at home.  | 1 days leave with pay. Any additional days – annual leave/unpaid leave.   |
| 7. Wife's confinement.   | 5 days paternity leave with pay. (Agreement of Council)   |
| 8. Accompanying spouse on special visit to a medical consultant or parent accompanying own child on special visit to medical consultant. | Annual leave/unpaid leave.  |
| 9. Burglary or serious damage to home eg flood, fire etc.  | 1 days leave with pay. Any additional days – annual leave/unpaid leave.   |
| 10. Attendance at examinations.  | Leave with pay in accordance with the scheme relating to Facilities for Study for Approved Qualifications.  |
| 11. Revision for examinations.   | Leave with pay in accordance with the Scheme Relating to Facilities for Approved Qualifications.  |
| 12. Attendance at interviews in connection with appointments:<br>a. within the Education and   | Leave with pay.   |

## Library Service

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| b. outside the Education and Library Service | Annual leave/unpaid leave. |
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| 13. Attendance at conference, meetings etc where attendance is: |                                     |
| a. as a nominated representative of the board.                  | Discretionary leave not applicable. |
| b. for any other reason.  | Annual leave/unpaid leave.          |
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| 14. Absence due to disruption of daily travel facilities. | Leave with pay but regard must be had to the individual circumstances. |
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| 15. Attendance at Ordination or Profession of near relative. | Annual leave/unpaid leave. |
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| 16. Attendance at graduation ceremony involving officer or near relative. | Annual leave/unpaid leave. |
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| 17. Accompanying own child to receive Duke of Edinburgh Gold Award. | Annual leave/unpaid leave. |
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| 18. Participation as an amateur in sporting events (international standing only). | To be determined by board. |
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| 19. Attendance at musical festivals, feis, etc as a competitor. | To be determined by board. |
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| 20. Attendance at court as a witness, plaintiff or defendant. | Annual leave/unpaid leave. |
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| 21. Time off for public duties as defined in Industrial Relations Order (NI) No 2 1976. | Leave with pay less any loss of earnings payment received for attendance. Limited to a maximum of 10 days per year. |
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| 22. Acting as presiding officer. Polling clerk etc at an election. | Annual leave/unpaid leave. |
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