



Extraordinary Leave

General

Consideration will be given to applications received for leave, paid or unpaid, which cannot be considered under any other category of leave. Each request will be considered on its own merits.

Categories Of Leave Application

Currently a request for leave may be granted under one of the following headings:

- Dail leave
- Annual leave
- Sick leave
- Compassionate leave
- Marriage leave
- Maternity leave
- Parental leave
- Adoptive leave -
- Jury Service/Court attendance
- Exam leave
- Study leave
- Leave of Absence
- Sabbatical Leave
- Force Majeure Leave

Where a staff member wishes to make application for leave which does not come under any of the above headings an application in writing must be made for extraordinary leave of absence.



Implementation

Given the nature of extraordinary leave of absence each case will be treated on its own merits and will take into account such factors as the length of service the staff member has with the University, annual leave, operational needs of the School/Unit etc. Normally extraordinary leave of absence will be without pay.

Procedure

An application for extraordinary leave of absence should be made in writing to the Head of School/Unit and copied to the Director of Human Resources. This application should include details as to reason for the application, duration of leave etc. Following consideration the Director of Human Resources will write to the staff member informing him/her whether or not extraordinary leave of absence has been granted and if so for how long and what conditions (if any) apply to the granting of such leave.

Last Revision 25-FEB-10

Document Name	Extraordinary Leave	
Version Reference	1.0	
Document Owner	Human Resources Office	
Approved by	DCU Executive	
Date	25th February 2010	