



## APPLICATION FOR A CAREER BREAK

This form can be made available in large print and alternative formats, where required, on request from the Diversity and Inclusion Unit, tel: 02890 973039.

A Career Break is a period of **unpaid** leave.

Applicants should complete Section 1 and 2 and pass to their Head of School/Director. The form should then be forwarded to the Human Resources Department, Level 4, Administration Building. Please note, for those members of staff employed within the Schools structure, applicants must seek approval from Head of School (refer to Sig.1 box overleaf). For those staff employed outside the Schools structure, applicants must seek approval from the Director (refer to Sig. 1 box overleaf).

### Section 1 – Arrangements

Period of Leave Requested:	(months)
I would like to commence my career break on:	(dd/mm/yyyy)
I intend returning to work on:	(dd/mm/yyyy)
Brief explanation for requesting a career break:	
If you have taken a career break on a previous occasion, please use the space below to record dates and other relevant details:	
Dates:	
Reason:	

### Section 2 – Applicant Details

Staff Number:	Position:	
Full name: (PRINT)		
Address:		
School/Department/Unit:		
Staff Category (eg. Academic, Clerical)		
Applicant's Signature:		
Date:		

**Section 3 - Authorisation**

Approval of Head of School/Director			
Application approved	<input type="checkbox"/>	Application refused:	<input type="checkbox"/>
Reason for refusal:			
If approved, the following arrangements were agreed:			
Length of career break: .....			
<b>Signature Box 1</b> ( <i>Head of School / Director</i> )			
Signature: .....			
Print Name: .....			
Position: .....			
Date: .....			

For Official Use Only	
Date received by Human Resources Department	Date received by Diversity and Inclusion Unit
Database entry <input type="checkbox"/>	

On receipt of approval the Human Resources Department will write to the member of staff.

The original application will be retained on the individual's Human Resources file and a copy of the form provided by the Human Resources Department to the Diversity and Inclusion Unit for monitoring purposes.

The University is committed to promoting equality of opportunity for all staff irrespective of their sex, marital status, perceived religion, political opinion, racial group, sexual orientation, age, having a disability or having dependants.

The information contained on this application form will be used in conjunction with information already held on the Diversity and Inclusion Unit's database to monitor the take-up of and the impact of the University's work life balance/family friendly arrangements and the implementation of its Equality and Diversity policy.

The information will be held on a Diversity and Inclusion database for a period of five years. After this time if data is retained it will be anonymised.