



APPLICATION FOR EXTENSION TO 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 Human Resources, Level 4, Administration Building. Please note, for those members of staff employed within the Schools structure, applicants must seek approval from the 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. Box 1 overleaf).

Section 1 – Arrangements

My original career break commenced on:	(dd/mm/yyyy)
The original period of leave requested was:	(months)
I am due to return to work on:	(dd/mm/yyyy)
I request an extension to my initial career break of:	(months)
If granted a further extension to my initial career break, I intend returning to work on:	(dd/mm/yyyy)
Brief explanation for requesting an extension to the original career break:	

Section 2 – Applicant Details

Staff Number:	
Full name: (PRINT)	
Position:	
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 extension:			
Signature Box 1 (<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.