# Career break application

## Note to the employee:

Before completing this form you are advised to read the University’s Career Break Policy and discuss the matter with your line manager. To request a career break please complete this form and send it to your Head of Department for consideration **at least 6 months before the proposed start date of the career break**1.

Academic employees wishing to take leave of absence for academic purposes, which are directly linked to their work, should refer to the Leave of Absence Procedure for Academic Staff.

## Note to the Head of Department:

Before reviewing this form please read the University’s Career Break Policy. You may contact your Human Resources Manager for clarification or advice at any time.

## To be completed by the employee

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| **Name** |  |
| **Job title** |  |
| **Department** |  |
| **Grade** |  |
| **Date of appointment** |  |
| **Type of employment contract** | Open / Fixed term (if fixed term specify remaining length of contract) |

**Purpose of, or reasons for, the career break2**

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1. Sympathetic consideration will be given to requests which, due to individual circumstances beyond the employee’s control, are submitted less than six months in advance.

2. Reasons for a career break may include: (i) care and/or responsibility for children or other dependants; (ii) personal study, training or development (which is relevant to your work at the University); (iii) any other purpose agreed with the University e.g. overseas travel or voluntary work. Consent must be obtained from the University for any paid work undertaken during the career break, to avoid any conflicts of interest. Providing that paid-work is not the primary reason for the career break, consent will not usually be withheld.

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| **Proposed length of career break3** |  |
| **Proposed start date** |  | **Proposed return to work date** |  |

3. A career break will normally last between three months and one year, but in exceptional cases, and where practicable, a career break of less than three months or more than one year may be taken by mutual agreement.

**Have you taken a career break previously? (as an employee of the University of York) If yes, please give details:**

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| **Yes / No** |

**Please provide further information in support of your request**

eg what is the potential benefit of the proposed career break to yourself, your Department and the University? What practical difficulties or problems might arise from the proposed career break with respect to the service and/or your colleagues, and how they might these be overcome?

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| --- | --- |
| **Signature** |  |
| **Date** |  |

## What to do next

* Forward this form to your Head of Department at least 6 months before the proposed start date of the career break.
* On receipt of the application, your Head of Department will arrange a meeting with you and your line manager to discuss the request.
* You will be advised of the outcome of your request in writing at the earliest opportunity. Where the career break is refused you will be given reasons for the refusal; where it is approved, you will be required to sign a form to confirm your agreement to the terms and conditions of the career break.

## To be completed by the Head of Department

On receipt of the application, you should arrange a meeting with the employee and their line manager to discuss the application. Factors to take into account when considering the request include:

* The purpose of, or reasons for, the career break;
* The period of absence requested;
* The employee’s length of service;
* The employees’ remaining length of employment contract;
* Whether the employee has taken a career break on a previous occasion;
* The operational needs of the Department;
* The need to retain key skills, knowledge and experience to achieve the University’s longer term strategic objectives and ensure that staff expertise is aligned to student demand/priority activities.
* The potential to be able to cover the post on a temporary basis;
* The potential for the employee to return to a similar / the same post;
* The potential benefits to the Department / University/ Individual Employee
* Any other factors contributing to the overall success of the University

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| **Do you support this application?** | Yes / Yes with amendments / No (delete as appropriate) |

**If yes, please confirm the mutually agreed start date and return to work date and give your reasons for accepting the application:**

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| **Start date** |  | **Return to work date** |  |

**Reasons for accepting the application (with or without amendments):**

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**If no, please give your reasons for rejecting the application:**

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| --- | --- |
| **Signature** |  |
| **Date** |  |

## What to do next

* Forward this form to HR Services and inform the employee of the decision in writing at the earliest opportunity providing reasons in cases where the career break has been refused.