

Appendix B

Application for a Career Break

Part 1: To be completed by employee (and submitted at least 3 months before the proposed starting date of the career break)

Employee Name:

Job Title:

Department:

Reason for the career break:

Note: Employees are not allowed to take up any other paid employment which on a career break.

Period requested, (min 3 months/max 12 months), including start/finish dates:

Additional comments, e.g. how can this be accommodated within your area of work:

Date discussed with the Head Teacher:

To be signed by employee:

I confirm that I have investigated for myself the implications of taking a career break on my contractual terms and conditions and the potential loss of statutory benefits and I understand and agree to the terms of a career break if the application is agreed.

Signed:

Print Name:

Date:

Please forward the signed Form to the Head Teacher

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Part 2: To be completed by the Head Teacher

Head Teacher's recommendations (if supporting the application, how do they think the post may be covered):

Decision (to approve/not approve career break):

Reason(s):

Any conditions attached to the career break (where appropriate):

Signed:

Print Name:

Date:

Please notify the employee of the decision and submit the completed form via the Schools HR Portal or to your HR Provider.

