Career break request form (PD34)

This form is to be used to request a career break. Please ensure you have **read the University policy, guidance and procedure on applying for a Career Break (link)** before making a request.

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| **Name** |  |
| **Job title** |  |
| **College/Service** |  |
| **Employee number** |  |
| **University start date** |  |
| **Dates of any previous request for a career break (if any)** |  |
| **Details of any salary exchange you have at the University e.g. pension, car scheme, bike scheme, childcare vouchers, etc.** |  |
| **Career break start date** |  |
| **Career break end date (maximum 12 months)** |  |

**I would like to apply for a career break from my role at the University.**

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| **Describe your current working arrangements (days/hours/times/location worked including any existing flexible working arrangements)** |
| **Please set out why you wish to apply for a career break (please state if you are making the request in relation to the Equality Act 2010, for example, in relation to a disability)** |
| **The purpose of the career break is not to allow you to undertake paid or unpaid work. If you wish to undertake any paid or unpaid work during your career break, you should request this below (see the guidance document, contractual arrangements during career break).** |
| **Please indicate any voluntary unpaid work you currently undertake if you will be continuing this on your career break.** |
| **Impact of granting a break on the University, your colleagues and students/customers (it is recommended you discuss your request informally with your manager and colleagues first)**  Describe how you think taking a career break will impact the College/Service, students/customers, your manager and/or colleagues: |
| **Accommodating your request**  Describe how you think the impact of granting your request might best be dealt with e.g. mitigating its impact on colleagues; students/customers etc. |

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| **Any University property that you would need to return** | | | |
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| **Employee declaration**  I confirm that:   * I wish to apply for a career break in line with the provisions of the University’s Career Break Policy, Guidance and Procedure * I am eligible under the terms of the scheme * The information I have provided is accurate * I acknowledge that the University may refuse my request on reasonable operational grounds | | | |
| Signature |  | Date |  |

Attachment to an email will constitute your signatory authorisation.

**Once you have completed this form you should submit it to your Head of Discipline/ line manager and a copy to your HR Business Partner.**

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| **Management Decision**  This is request is **Approved/ Approved with amendments/ Not approved** (delete as appropriate) | | |
| If not approved or any amendments have been made then please provide details here: | | |
| Head of Discipline/ Line manager name | Signature | Date |
| PVC/Director of Service name | Signature | Date |