



Application Form for Career Break

Employees intending to take a Career Break should complete this application form and receive signed approval from the Head of Unit/School. The complete application form must be submitted to Employee Relations, HR a minimum of 3 months prior to the commencement of leave.

***Please note ALL FIELDS are Mandatory**

Part 1 Applicant Details

Name: _____
Staff ID: _____ Contact No.: _____
Unit/School: _____ Grade: _____

Part 2 Details of Career Break

Start Date: _____ End Date: _____
Previous Career Breaks: YES NO
If YES, please specify: _____
Purpose of Career Break (please specify):

Part 3 Contact Details While on Leave

Address: _____
Contact No.: _____
Email: _____

'I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF THE CAREER BREAK POLICY'

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Head of Unit/School **PRINT NAME**

Approved: _____ Date: _____
Employee Relations Manager