

Career Break Application Form

1. Employee Details (to be completed by employee)

This form should be completed when applying for a Career Break. Employees can apply for a Career Break provided they have 2 years' continuous service with Glasgow Life before the start of the Career Break.

Name:	SAP No:
Job Title:	Grade:
Service:	Section:
Date started with Glasgow Life:	

2. Reason(s) for Application (to be completed by employee)

I wish to take a Career Break to:

Care for children or other dependants Undertake a course of study or other skills development activity

Undertake voluntary work Other reason

Please give further details of the reason(s) for your application:

I would like to take my Career Break from: Dates

Note:

- You will normally need to give 3 months notice of a Career Break.
- A break can be between 1 month and 2 years in length.

Only completed if this is not the first Career Break.

My previous Career Break was from: Dates

Signed Employee: _____ Date: _____

When you have completed these sections send the form to your manager. You will normally be told if the application has been approved and given a copy of the completed form within 4 weeks of the form being received by the manager.

Career Break Application - continued

3. Approval (to be completed by the authorised Manager)

Human Resources can be contacted on 0141 276 9917 (option 2) if you wish to discuss this application.	
Application discussed with HR Team:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Decision:	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>
Reason(s) for decision if rejected:	
Do you agree with the start date and length of the requested break? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you have answered No to the above you should discuss and agree alternatives with the employee and detail them below:	
Revised agreed dates:	<input type="text"/> <input type="text"/>
Employee Contact Details	
A condition of the break is that the employee may be contacted only if necessary to provide important work updates. This should be agreed with the employee prior to authorisation.	
Contact details:	<input type="text"/>

4. Employee Declaration (completed by employee with the manager)

I agree with the conditions of the career break scheme and the information I have provided on this form is correct.	
Employee Name : _____	
Signed Employee: _____	Date: _____

5. Manager Authorisation (manager authorised to approve Career Break)

Manager Name: _____	
Job title: _____	Section: _____
Signed Manager: _____	Date: _____

Please send completed forms to servicehr@glasgow.gov.uk