

FORM FOR MAKING REQUEST FOR A CAREER BREAK

NAME	
COLLEAGUE NUMBER	
POSITION HELD	
WORK LOCATION	

I wish to apply for a Career Break under the Midcounties Career Break Policy. I would like my Career Break to commence on

I would like to return to work on

Total period of Career Break

REASONS TO SUPPORT YOUR APPLICATION FOR A CAREER BREAK:

I have read and fully understood the Career Break policy and agree to fully adhere to the terms and conditions contained within the Policy. I understand that should my request be granted it will be subject to those terms and conditions and that others may be applied. These will be outlined in a letter to me with which I must fully adhere and that failure to do so may, following investigation, lead to disciplinary action and the cessation of my employment.

Signed

Date

Once complete please submit this form to your Line Manager who will arrange to meet with you to discuss this application.