

Career Break Form

This form should be used when an employee is interested in taking a break or unpaid leave (or Career Break). It is important that the correct process is followed and that the relevant outcome is processed.

- It is the employee's responsibility to discuss a Career Break with their Manager to understand the potential options they may have.
- It is the manager's responsibility to complete the form and have this checked and signed by the employee before it is submitted.
- This form should be completed fully and returned to the HR Administration Centre.
- Where required, the manager should discuss this with the HR Advisory Service.
- The manager should arrange for County Council property to be recovered prior to the Career Break and should also arrange 'keeping in touch days'.
- The manager should consider, with the employee, any potential refresher training that will be required when the employee returns from their Career Break.

For assistance with this form or the process for which this form is part, or to submit the completed form, please contact;

HR Administration Centre, Shire Hall, Market Place, Warwick, CV34 4RL

Email: hrandpayroll@warwickshire.gov.uk Tel.: 01926 738444

FOR OFFICE USE ONLY

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	DATE	HRMS ID		DATE	HRMS ID	Comments
Received			HRMS verification			
HRMS input			HRER Check in			
Documents						

Career Break Form

Employee Details

Forename(s)			
Surname		Title (e.g. Mr, Mrs)	

Position Details

Job Title			
Team / Location			
Directorate			
Assignment Number			

General Career Break Details

Please provide details below relating to the Career Break you are requesting.			
Start Date		End Date	
Duration (e.g. 6-months)			
Addition Information (please provide below any additional information you wish to provide)			
Does the employee intend to make Pension Contributions during their break?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Career Breaks of Less Than 6-months In Duration

Please complete the section below where the Career Break is under 6-months in duration.		
Will the employee return to their existing post and terms and conditions? <i>(Career breaks of less than 6 months would normally mean someone will return to their existing post and terms and conditions)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will continuity of service be maintained? <i>(Career breaks of less than 6 months would not normally break someone's continuity of service. Please note that the time spent on the break itself will not count towards the overall total of service)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If NO, continuity of service will not be maintained, have you made the employee aware that upon return, entitlement to annual leave, sick pay, redundancy pay and unfair dismissal rights etc will revert to those of a newly appointed employee?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Career Breaks of 6-months or More in Duration

Please select one of the three options relating to situations relating to employees seeking to take a Career Break is to be either 6-months or more in duration.	
The employee will return to their existing post and terms and conditions? <i>(The contract of employment technically remains in force during the break, but the break itself will not count towards total service)</i>	<input type="checkbox"/>

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The employee will return to a suitable alternative vacancy? <i>(The contract of employment technically remains in force during the break, but the break itself will not count towards total service)</i>	<input type="checkbox"/>
The employee will be given preferential consideration for vacancies <i>(the contract of employment does not remain in force during the break and continuity of service will be broken)</i>	<input type="checkbox"/>
If PREFERENTIAL CONSIDERATION , have you made the employee aware that upon return, entitlement to annual leave, sick pay, redundancy pay and unfair dismissal rights etc will revert to those of a newly appointed employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Career Break Meeting

It is a manager's responsibility to meet with the employee and discuss the request and agree the outcome.		
Date meeting held		

Additional Information

Please provide any further information here

Employee Declaration

I confirm that the information provided is accurate and in line with the agreement reached with my manager, and understand that I am bound by this agreement.			
Signature		Date	

**If this form is emailed from a valid individual WCC account then a signature will not be required.*

Business Case

Please outline the business case for the Career Break being agreed, including a statement of the savings to be made.

Manager's Declaration

I confirm that the information provided is accurate and complete and that I have obtained the necessary approvals to proceed and am bound by this agreement.			
Job Title			
Name		Contact Tel. No.	
Signature		Date	

**If this form is emailed from a valid individual WCC account then a signature will not be required, however if appropriate the employees original email should be forwarded with the completed form.*