



University of St Andrews
from first to foremost
 Human Resources

600 YEARS
1413 - 2013

Career Break Application Form

Part 1 – To be completed by the employee			
Name:			
Job Title:			
Salary Grade & Point:			
School/Unit:			
Date of Appointment:			
Type of Employment Contract: <i>(please tick)</i>	Standard/Open <input type="checkbox"/> Fixed term <input type="checkbox"/> <i>(please specify contract end date)</i>		
Purpose of, or reasons for, the career break:			
Proposed length of career break:			
Proposed start date:		Proposed return to work date:	
Have you taken a career break on a previous occasion? (as an employee of the University of St Andrews)	No <input type="checkbox"/> Yes <input type="checkbox"/> <i>(please give details)</i>		
Signature of Applicant:			
Date:			

Please forward this form to your Head of School/Unit at least 6 months before the proposed start date of the career break.

Part 2 – To be completed by the Head of School/Unit			
Do you support this application?	Yes	<input type="checkbox"/>	Yes, with amendments <input type="checkbox"/>
	No	<input type="checkbox"/>	
Any amendments:			
If yes, please confirm the mutually agreed start date and return to work date and give your reasons for accepting the application:			
Start Date:		Return to work date:	
Signature of Head of School/Unit:			
Date:			

Please forward this form (parts 1 & 2) to your HR Business Partner for approval. Human Resources will issue the acceptance/refusal letter to the employee.