



# CAREER BREAK FORM

## PERSONAL DETAILS

Name:	Job title:
Department:	Contact details:
Line Manager:	Employment start date:
Have you made a previous request: yes/no	If yes, date of previous request:

## DATE OF REQUEST

Start Date:	End Date:
Length of career break requested:	

## REASON FOR REQUEST

Caring responsibilities - childcare	Caring responsibilities – other
To travel	Full-time study
Disability or health	Return from family leave
Pursue personal interests	Prepare for retirement
Other	

PLEASE PROVIDE FURTHER DETAILS ON THE REASON FOR YOUR CAREER BREAK REQUEST:

### CONFIRMATION OF REQUEST

EMPLOYEE SIGNATURE (insert JPEG of signature or sign):

Date:

### MANAGERIAL APPROVAL

(TO BE COMPLETED BY REPORTING MANAGER / HEAD OF DEPARTMENT)

APPROVED:

REJECTED:

SUPPORTING COMMENTS:

If approved – What is the confirmed start date of the arrangement:

### REASONS FOR REJECTION (TICK THAT APPLY)

The burden of additional costs

An inability to reorganise work amongst existing staff

An inability to recruit additional staff

A detrimental impact on quality

A detrimental impact on performance

Detrimental effect the ability to meet customer demand

Insufficient work for the periods the employee proposes to work

A planned structural change

## REASONS FOR REJECTION

If the original request has been rejected and an alternative arrangement has been proposed, please detail below:

(HEADS OF SCHOOL/DEPARTMENT ONLY) IF THE REQUEST IS FOR A MEMBER OF TEACHING STAFF, WHAT WILL BE THE LIKELY IMPACT ON TEACHING PLANS FOR THE DEPARTMENT?

SIGNATURE (insert JPEG of signature or sign):

PRINT NAME:

Date:

Please notify the employee of the outcome as soon as possible and forward completed form to PEOPLE & CULTURE ([staffing@essex.ac.uk](mailto:staffing@essex.ac.uk)) who will confirm the decision formally.

POLICY CREATOR: PEOPLE AND CULTURE  
[essex.ac.uk/human-resources/work-life-balance](http://essex.ac.uk/human-resources/work-life-balance)  
Created: March 2024  
Next Review Date: March 2027