



Application Form for Career Break

Employees are required to give three months' notice of their application for career break, with the exception of Academic staff members, who are required to give nine months' notice

- Employees should apply via the Career Break application form in the first instance to their Head of Unit/School.
- The Head of Unit / School will consider the application in the context of the Unit/Schools operational business staffing plans.
- Once the application has been approved by the Head of Unit/School, the employee submits the form to HR Office (email: leaveschemes@universityofgalway.ie)

Applications for career break extension should follow the same procedure as outlined above, providing a minimum of 3 months' notice to the Human Resources office.

***Please note ALL FIELDS are Mandatory**

Part 1 Applicant Details

Name: _____

Staff ID: _____

Contact No.: _____

Unit/School: _____

Grade: _____

Part 2 Details of Career Break

Start Date: _____

End Date: _____

Previous Career Breaks: YES NO

If YES, please specify: _____

Please provide details of the purpose for which the career break is requested, demonstrating how it meets one of the approved criteria outlined below:

- Travel
- Family circumstances
- Study/further training or to undertake voluntary work
- Employees appointed or elected to the Oireachtas



Part 3 Contact Details While on Leave

Address: _____

Contact No.: _____

Email: _____

'I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF THE CAREER BREAK POLICY'

Signed: _____
Employee

Date: _____

Signed: _____
Line Manager/Head of Unit/School **PRINT NAME**

Date: _____