



**Dundalk Institute of Technology  
Application for a Career Break**

**Career Break for a specified period (calendar date to calendar date) of not less than one year and not more than five years. Details of conditions governing Career Breaks are as set out in the guidelines available from the Human Resource Office. For eligible members of staff who have satisfactorily completed their probationary period. Please return this form to the Human Resource Office.**

**Name:** \_\_\_\_\_ **Payroll No:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Tel. Ext:** \_\_\_\_\_

**Career break will commence on:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Career break is due to end on:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Proposed date of return to work:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**If you have taken Leave of Absence or a Career Break on a previous occasion, please use space below to record dates and other relevant details**

**Career Break 1:**

**Career Break 2:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Applicant)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Head of School/Function)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Human Resource Manager