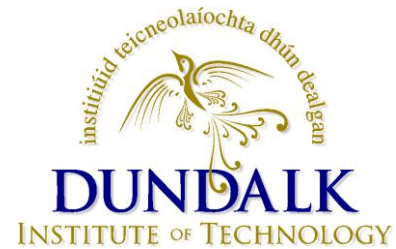


CAREER BREAKS FOR ACADEMIC STAFF POLICY & GUIDELINES



INTRODUCTION

The objectives of the scheme are:

- To facilitate serving lecturers who wish to take career breaks.
- To provide new employment opportunities in the teaching sector

The Institute normally considers favourably requests from serving lecturers for special leave without pay for the purpose of enabling them to take career breaks.

Permanent/ CID who have satisfactorily completed 12 months service and who have not reached 60 years of age may be granted special leave without pay for a career break. The duration of a career break may not extend beyond the end of the academic year following the lecturer's 60th birthday.

A career break shall consist of special leave without pay for a period of one, two, three, four, or five academic years. In exceptional circumstances, however, the Institute may authorise a lecturer to commence a career break during the course of an academic year; in such instance, however, the period of special leave will terminate not earlier than the end of the subsequent academic year.

PROCEDURE

Lecturers seeking career breaks must complete the Career Break Application Form which can be found on the HR Website at www.dkit.ie/documents.

Applications must be submitted to the Human Resources Department at least three months prior to the beginning of the academic year in which they propose to commence the break. A Lecturer who was initially granted a career break may apply for an extension, provided the total period of special leave without pay does not exceed five academic years in all. Such applications shall be forwarded to the Institute at least three months prior to the expiration of the initial break; failure to do so may result in the staff member deputising for the Lecturer on Career Break, being granted an extension to their contract.

A career break may be allowed for most purposes including further education, domestic responsibilities, starting a business or a stay abroad. A career break may not be granted for the purpose of taking up a job in the public sector, particularly in an organisation where the pensions transfer network applies, or where a State Superannuation Scheme is in operation.

The lecturer shall furnish to the managerial authorities precise details of the duration of the career break and indicate the purpose for which it is required. Lecturers intending to take up alternative employment within the State should submit a copy of any offer of employment in support of the application for a career break.

Academic staff on career break may not undertake part -time lecturing within the Institute
Posts vacated by lecturers taking career breaks may be filled on a temporary basis from academic year to academic year, provided the posts can be accommodated within the Institute's normal staffing allocations and budget.

Structured or management posts vacated by lecturers taking career breaks may be filled on a temporary basis from academic year to academic year on an acting basis by an existing lecturer and payment in respect of such temporary appointments will cease on resumption of duty by the lecturer on career break.

RESUMPTION OF DUTY

The temporary appointments do not confer any right on the appointees to appointment to future appointments.

Staff on career break will retain an entitlement to resume duty at their substantive grade on the termination of the approved period of the career break. The regulations in force at the date of resumption will apply to the staffing position of the Institute.

All staff members should note that salary will only recommence upon resumption of duties.

A lecturer on a career break who intends to resign from his/her teaching post shall give the Institute notice in writing in accordance with the terms of his/her conditions of service.

DEPARTMENT OF SOCIAL PROTECTION

It is advisable that Lecturers going on career breaks maintain entitlements to social welfare benefits by payment of voluntary contributions to the Department of Social Protection. For further information, please contact the Department of Social Protection.

It should be noticed that special leave without pay for a career break will not count as service for the purposes of superannuation, annual leave or increments (other than those related to age).

PENSIONS –RECKONING PERIOD OF CAREER BREAK FOR SUPERANNUATION PURPOSES

If you wish to have the duration of your career break reckoned for superannuation purposes, this can be done under Circular Letter 0125/2006 (Purchase of Notional Service for Superannuation Purposes). For further information you may contact the Human Resource Pensions Administrator.