

CAREER BREAKS FOR NON-ACADEMIC STAFF POLICY & GUIDELINES



1. INTRODUCTION

This policy outlines the Policy and Procedures for eligible staff who wish to apply for a career break from their post

2. PURPOSE OF CAREER BREAK

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

3. ELIGIBILITY

All permanent/CID DkIT Administrative, Library, Technical, and general operative staff who have completed twelve months service in their existing (or a previous) grade, who have not reached minimum retiring age, may apply for special leave without pay for a career break.

4. CAREER BREAK DURATION

A career break shall consist of special leave without pay for a period of not less than one year and not more than five years. A staff member may apply to have a career break extended, provided the period of special leave without pay does not exceed five years in all.

5. WHEN TO APPLY

Applications should be made three months in advance of the commencement of the Career break.

6. HOW TO APPLY

Staff members seeking career breaks must complete the Career Break Application Form which can be found on the HR Website on <https://www.dkit.ie/hr/forms>. The completed application form must be signed off by the relevant Line Manager/Head of Function and forwarded to the Human Resources Department.

Each request for a career break should state the specific purpose for which the career break is being sought

7. APPROVAL

On receipt of a complete application form HR ensures that the approval is in place to grant the career break. HR will revert to the staff member and relevant Line Manager/Head of Function with the precise conditions of the career break and notify payroll to cease pay for the period of the career break.

8. APPLYING TO EXTEND A CAREER BREAK

An individual is required to give at least three months' notice prior to the expiration date of a career break, of intention to re-commence duty or to apply for an extension of career break. This notice must be forwarded in writing to the Human Resources department.

9. RESUMING DUTY FOLLOWING A CAREER BREAK

Staff returning from career break will be placed on their appropriate salary at the point in which they commenced the career break and progress up the salary scale in the normal manner thereafter. Increment dates are maintained.

10. 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.