

## Leave – Application for Career Break

HR-LVE 1.8c

## PART 1 – For completion by applicant

You are advised to read the Career Break Section of the HR Handbook before completing this form.

- Failure to comply with your obligations under the scheme may lead to disciplinary action. In certain circumstances you may be deemed to have resigned.
- Failure to return to work at the agreed date may result in termination of your contract of employment.

## Personal Details

If Industrial employee, please tick here:

Department:	DETI
Branch:	Renewable Heat Branch, Energy Division
Employee First Name(s):	Joanne
Employee Surname:	McCutcheon
Employee Payroll Number:	Personal information redacted by the RHI Inquiry
Grade:	7
Branch Address:	Netherleigh Massey Avenue Belfast BT4 2 JP
Telephone Extension:	29425

**Details of Application**

Duration of career break: 1 ..... Years ..... Months

Preferred start date: 1 May 2014

Previous Career Break:  Yes  No

**I wish to apply for a career break in order to:**

Personal information redacted by the RHI Inquiry

Keeping in Touch Details

Contact Address:

Personal information redacted by the RHI Inquiry

Email Address:

Personal information redacted by the RHI Inquiry

Contact Telephone Number:

Personal information redacted by the RHI Inquiry

Staff on Special Leave must ensure that their Department has an up-to-date contact address at all times.

- (1) I confirm that I have read and understand the Career Break Section of the HR Handbook.
- (2) I wish / ~~do not wish~~ (delete as appropriate) to receive notifications of promotion boards, trawls, and lateral movement opportunities while I am on my career break.
- (3) I ~~wish~~ / do not wish (delete as appropriate) to receive amendments to the HR Handbook and other relevant communications while I am on career break.

Signed: Joanne McEnteehan Date: 27/1/14

Part 2 - For Completion by Line Manager Only (Once signed please forward to DHR)

Signed: [Signature] Date: 28/1/14

Name: JOHN MILLS Grade: 5

**PART 3 – For completion by Head of Branch / Directorate**

Please comment on this application. Potential difficulties that may arise either by the timing or duration of the proposed career break and, if appropriate, how these difficulties may be overcome should be highlighted. If the applicant occupies a specialist post, please indicate the likelihood of a vacancy being available at the proposed time of return. Please also indicate whether an alternative start date would be more beneficial.

Please state whether this is a specialist post:  Yes  No

I confirm that I would recommend approval for this application; or

I confirm that I would not be able to recommend approval for this application at this particular time for the following reasons:

Please provide reason for the recommendation:

TO SUPPORT JOANNE'S WISH TO TAKE CAREER  
BREAK

Personal information redacted by the RHI Inquiry

Agreed start date (dd/mm/yyyy): 01/05/2014

Signed:

Date:

28/1/14

Name:

JOHN MILES

Grade /  
Position:

5

(In block capitals)

Copy of Part 3 passed to applicant