

HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

Career Break

FORMS

[Career Break Request Form](#)

Form to be completed by all parties involved in the request of a Career Break.

SAMPLE WORDING – LOCAL GOVERNMENT

[Application Authorised Letter](#)

Wording to be sent by line manager informing employee of Career Break approval.

[Application Refused Letter](#)

Wording to be sent by line manager informing employee of Career Break refusal.

[Extension Authorisation Letter](#)

Wording to be sent by line manager informing employee of Career Break extension approval

GUIDANCE – TEACHERS AND ASSOCIATED PROFESSIONALS

[Factsheet](#)

Information, advice and guidance to teachers and associated professionals and their line managers about career breaks

[Flowchart](#)

Flowchart to be followed in conjunction with [Appendix 2.15 Career Breaks](#) of the SNCT Handbook for Teachers & Associated Professionals returning from career break

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