

# **CAREER BREAK**

## **1. Purpose**

- 1.1 This policy specifies the arrangements in place at the University of Limerick for the administration and monitoring of the University's Career Break policy.

## **2. Scope**

- 2.1 To provide new job opportunities at the University of Limerick and facilitate academic staff and staff who wish to take career breaks.

## **3. Policy Details**

- 3.1 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 career break may be allowed for most purposes including further education, domestic responsibilities, travel abroad, employment abroad, starting a business.
- 3.2 All academic staff and staff who have completed two years service and who have not reached minimum retiring age are eligible to apply for a career break. For academic staff and staff employed by the University on a contract basis, the contract dates must exceed the minimum term of a career break.

## **4. Procedure**

- 4.1 An academic staff or staff member wishing to take a career break should apply in writing outlining the reasons for his/her request.
- 4.2 The [Absence/Leave Application Form](#) must be completed by the academic staff/staff member and approved by the Head of Department/Manager and Dean/Divisional Director and then forwarded to Human Resources for approval.
- 4.3 Following approval to take a career break sufficient time must be allowed to identify a replacement before the academic staff/staff member commences his/her career break.

## **5. Return to Duty**

- 5.1 Academic staff and staff returning to the University of Limerick after a career break will be assigned to vacancies as and when they arise in their grade and department.
- 5.2 Delay in returning to duty can be expected, as appropriate vacancies may not exist at the completion of the career break period; in such an eventuality, the

University of Limerick will not have any obligations to the academic staff or staff member.

- 5.3 Staff and academic staff must give the University three months notice of their desire to return to the University.

## **6. Vacancies**

- 6.1 Vacancies arising when an academic staff and/or staff member takes a career break shall be filled in a manner best suited to the needs of the University and in accordance with the recruitment and selection strategies in operation within the University at the time of the career break.
- 6.2 While each case will be dealt with on its merits, based on the above criterion, efforts will be made to ensure that the first 12 months of any career break will be covered by a contract appointment.

## **7. Non-Reckonability**

- 7.1 A career break will not count as service and will not reckon for increment, superannuation or promotion.