

APPLICATION FOR CAREER BREAK



sustainable thriving achieving
East Dunbartonshire Council
www.eastdunbarton.gov.uk

This application should be submitted to your Line Manager for approval at least 3 months prior to the anticipated start date.

East Dunbartonshire Council processes personal data in accordance with the General Data Protection Regulations (EU 2016/679), the Data Protection Act 2018 and all other relevant national data protection laws.

Your personal data will be processed in accordance with the council's privacy notice for employees which is available at:
<https://www.eastdunbarton.gov.uk/council/privacy-notices>.

Full name
Post title
National Insurance Number
Email
Telephone

Career break start date

Career break end date

Please state the reason for the career break

I agree that the information I have produced on this is form is complete and correct to the best of my knowledge ☐

Date application submitted:

Section C - Career break details – to be completed by line manager

Please state if you support this application. Yes ☐ No ☐

Please confirm the effect this request will have on your service and how the request can be supported.
If the request cannot be supported please state reasons.

Continued overleaf

If approval is being granted please confirm Start date End date

Line manager name

Post title

Date

Date Reviewed by HR Case Adviser:

HR Case Adviser name

HR Case Adviser notes (if required)

If application approved please forward this form to your Executive Officer.

Executive Officer in support of application:

Yes ☐ No ☐

If this request cannot be supported please state why

Executive Officer name

Date

If application approved please forward this form to Employee Services: servicesupport@eastdunbarton.gov.uk