

**Circular Title:** Career Break Scheme in the Civil Service.

I am directed by the Minister for Public Expenditure and Reform to say that the following revised arrangements will apply in relation to the Career Break Scheme in the Civil Service.

**Circular Number:** 4/2013

**Purpose:** To set out the Career Break Scheme in the Civil Service.

**Status:** This Circular revokes Circular 18/1998 - *Special Leave without pay for career breaks*, LP 3/3/2008 - *Special leave without pay for career breaks: Amendment to Circular 18/98* and LP 18/3/2009 - *Special Leave without pay for career breaks and resumption of duty*.

**Circular Application:** To all civil servants.

**Relevant Employment Law:** Civil Service Regulation Acts 1956-2006.

**Effective Date:** All career breaks applied for from 22 February, 2013.

**Responsibility for Implementation:** HR Units/Heads of Department/line managers/civil servants applying for or currently on career break.

## **Introduction**

1. The career break scheme provides flexibility to staff and employers alike by allowing staff to apply to take a period of special leave without pay. The decision to grant or refuse a career break to an applicant will be the decision of the HR Manager/Head of Department<sup>1</sup> and should be based on the organisational needs of Departments.

## **Eligibility to apply for a career break**

2. In order to apply for a career break, a civil servant must:

- (i) have satisfactorily completed two years continuous service, including any probationary period. Periods of (a) statutory leave under the Maternity Protection, Adoptive, Carers and Parental Leave Acts, and (b) other special leave without pay for periods of less than six months, do not break the two years continuous service; and
- (ii) be in a position to complete the career break and resume duty before reaching maximum retirement age (where a maximum retirement age exists) or before the date for termination of a fixed term contract.

3. A civil servant can apply to take up to a maximum of 3 career breaks which, when aggregated, do not exceed the limit to career breaks which is 12 years in total.

4. Where a civil servant has previously taken a career break(s), s/he must be currently working in the Civil Service for a period of time which is either the same or longer than the length of his/her previous career break before s/he can apply for a second or third career break. The period of service requirement between career breaks may be waived at the discretion of the HR Manager/Head of Department in exceptional circumstances.

5. Civil servants who, on the date of this Circular, are on a career break which commenced prior to the effective date of this Circular, may opt either (a) to continue to have the terms under which their career break was granted applied to them until the end of their current career break or (b) to have the terms of this Circular apply to them with effect from the date on which their option is made known in writing to their HR

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<sup>1</sup> For Department read Department/Office throughout this Circular

Unit/PeoplePoint<sup>2</sup>. In the case of (b), the civil servant on career break should apply to his/her HR Unit/PeoplePoint using the form at Appendix 1.

### **Terms of the Scheme**

6. A career break shall consist of special leave without pay for a period of:
- (a) not less than six months and not more than five years for the following reasons:
    - Family reasons
    - Other domestic reasons
    - Travel
    - Educational purposes (educational purposes may include training courses with a practical training element for which there is a nominal payment/grant made to the student)
  - (b) not less than six months and not more than three years for the purpose of taking up employment in the private sector or becoming self-employed.
7. A civil servant can apply to extend the career break in six monthly periods, or in periods in excess of six months, provided the total period of special leave without pay does not exceed five years (or 12 years aggregate as per paragraph 3), or three years as appropriate with reference to paragraph 6 (a) and (b) above.

### **Applying for a career break**

8. There is a minimum notice period for applying to take a career break:
- staff at Principal level or equivalent grades and above should apply three months before the proposed start date of the career break;
  - staff at Assistant Principal level or equivalent grades and below should apply one month before the proposed start date of the career break.
9. The HR Manager/Head of Department can decide to waive the minimum notice period in exceptional circumstances.
10. Applicants must apply in writing to the HR Unit/PeoplePoint using the following forms:

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<sup>2</sup> Where the term “HR Unit” is used without reference to PeoplePoint, this aspect of the Circular is only the responsibility of the HR Unit in the civil servant’s parent Department. This applies throughout the Circular for all such references.

- *Application to take a Career Break and Form of Undertaking*, Appendix 1 – to be completed when an applicant is applying to take a career break. Where an applicant is applying to take a career break for the purpose of taking up employment in the private sector or becoming self-employed, s/he must provide additional information on the nature and scope of the employment (see paragraph 24).
- *Application to extend Career Break and Form of Undertaking*, Appendix 2 – to be completed when a civil servant on career break is seeking to extend the career break. Such application should be made at least two months prior to the expiry date of the career break.

11. A career break or any subsequent extension to the career break should only be granted by the HR Manager/Head of Department if the relevant form has been completed, signed and submitted to the HR Unit/PeoplePoint.

#### **Notification of change of purpose of a career break**

12. Where a civil servant on career break proposes to change the purpose of their career break (e.g. a change from family reasons to taking up employment in the private sector) s/he must apply in writing to his/her HR Unit/PeoplePoint using the *Application to change the purpose of the Career Break and Form of Undertaking form* at Appendix 3.

#### **Notification of change of contact details while on career break**

13. The onus is on the civil servant on a career break to ensure that his/her Department has his/her most up to date contact details at all times. Any changes in contact details must be notified to his/her HR Unit/PeoplePoint in writing using the *Notification of change of contact details while on Career Break form* at Appendix 4.

#### **Status of a civil servant on career break**

14. A civil servant on career break:
- (i) retains his/her civil servant status and is subject to all relevant legislation and codes, including the Civil Service Code of Standards and Behaviour (Circular 26/2004), Ethics in Public Office Acts 1995 and 2001, and the Civil Service Disciplinary Code (Circular 14/2006), and, if appointed before 6 April 1995

and/or currently on the modified rate of PRSI will not, on resuming duty, be liable for Class A insurance<sup>3</sup>;

(ii) will not accumulate service while on career break - this means that the length of the career break will not be counted as service:

- for increment purposes;
- for annual leave purposes;
- for promotion purposes;
- for superannuation purposes;
- in relation to the person's position on a transfer list;

(iii) may not avail of any form of paid leave from the Civil Service (e.g. sick leave) during the period of the career break;

(iv) will be entitled to apply for competitions for promotions and appointments where s/he has provided the HR Unit/PeoplePoint with his/her correct contact details in accordance with paragraph 13 and meets all eligibility requirements.

### **Superannuation**

15. There are arrangements in place to allow civil servants the option of reckoning the period of career break for superannuation purposes, subject to certain conditions (Department of Finance Letter to Personnel Officers dated 14 March 1990 entitled "Reckoning of Career Break Periods for Superannuation Purposes", as amended by Part III (3) of Department of Finance Circular 4/2006, refers). Civil servants interested in availing of this option are advised to clarify the position with their own HR Unit/PeoplePoint **prior to** commencing a career break. The option cannot be availed of once the career break has commenced. However, upon return from the career break, civil servants may consult their HR Unit with a view to purchasing any shortfall of service under the normal purchase scheme rules. When a civil servant returns following a career break, s/he will not be a member of the Single Scheme unless prior to taking the career break s/he was already a member of that Scheme.

16. Any period during which the civil servant on career break is waiting to return to employment in the Civil Service will be treated as an extension to the length of time on

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<sup>3</sup> Civil servants appointed before 6 April 1995 considering applying for a career break to take up private sector employment should clarify their PRSI status and eligibility for entitlements with the Department of Social Protection prior to finalising their decision to take a career break.

career break other than for the purpose of calculating the overall limits relating to the duration of career breaks.<sup>4</sup>

### **Other employment outside the Civil Service and conflicts of interest**

17. Where a civil servant is taking a career break for the purpose of taking up employment in the private sector or becoming self-employed, s/he must comply with the Civil Service Code of Standards and Behaviour, Ethics in Public Office Acts 1995 and 2001, and, in particular, paragraphs 18 – 30 below will apply.

18. There must be no existing or potential conflict of interest between the activity or employment in which the civil servant proposes to engage or engages in during his/her career break and his/her position in the Civil Service.

19. A conflict of interest situation may exist where a civil servant could, as a result of his/her Civil Service role, benefit him/herself, someone s/he has personal ties with or the private sector employer to which s/he is going.

20. A potential or existing conflict of interest may also arise where the civil servant could be improperly influenced in the performance of his/her Civil Service role when s/he returns to the Civil Service.

21. While it is not possible to define every potential conflict of interest situation, a conflict of interest would include but is not restricted to:

- undertaking consultancy work or any service in return for payment from a Government Department or a body under its aegis;
- use of privileged access to contacts in Government/Government Departments and/or sensitive/confidential information to which s/he had access in the Civil Service;
- use of commercially sensitive information gained in the course of employment in the Civil Service in such a way as to give rise to a commercial or competitive advantage;

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<sup>4</sup> A civil servant on career break should note that entitlements to social welfare payments for persons on career break are under active consideration by the Department of Social Protection. Civil servants are advised that if they lose employment while on career break they may not be entitled to supports such as jobseeker's payments.

- being involved in the preparation of a tender for the provision of goods or services for the Department from which s/he is on career break (or any body under the aegis of that Department);
- being involved in the preparation of a tender for the provision of goods or services for any other area of the public service unless it is explicitly stated in the tender document that s/he is on a career break from the civil service;
- engaging in any political activity.<sup>5</sup>

22. In addition to the above requirements, where a civil servant is on career break for the purposes of self employment, s/he must not:

- undertake any consultancy work, or provide any service in return for payment, for a Government Department or a body under its aegis while on career break.

23. Individual Departments can set out additional specific requirements for applicants in the *Form of Undertaking* in relation to conflicts of interest.

**Conflicts of interest prior to commencing a career break for the purpose of taking up employment in the private sector or becoming self-employed**

24. In addition to the requirements set out in paragraphs 9 - 13, a civil servant applying for a career break for the purposes of taking up employment in the private sector or becoming self-employed must submit further information with his/her application to the HR Unit/PeoplePoint. This information will include a detailed description of the post s/he has been offered or the type of work s/he proposes to perform in such employment, and must set out clearly details of any dealings s/he may have had with this employment in the course of his/her Civil Service role.

25. Where the HR Manager is of the view that there is, or there may potentially be, a conflict of interest between the other employment (i.e. employment in the private sector or self-employment) and the applicant's position in the Civil Service, the application to take a career break can be refused. Any such decision, including the

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<sup>5</sup> (i) In accordance with the Code of Standards and Behaviour civil servants in the craft and state industrial related grades may engage in politics and may stand for local election. They may not stand for election to either House of the Oireachtas or the European Parliament.

(ii) In accordance with the Code of Standards and Behaviour civil servants at a salary maximum equal to or below the maximum salary of a clerical officer may apply to their Department for permission to engage in politics on the same basis as (i) above.

(iii) See Circular 09/2009: Civil Servants and Political Activity

reason(s) for the refusal, should be communicated in a timely manner to the applicant. The applicant can appeal such refusal to the Head of Department, whose decision in the matter is final.

**Conflicts of interest arising while on a career break and self-employed or employed in the private sector**

26. Where a civil servant becomes aware of a conflict of interest or a potential conflict of interest while on a career break and in self-employment or employed in the private sector, s/he must notify the HR Manager in his/her Department in writing of this actual or potential conflict of interest. The HR Manager should determine the appropriate action to be taken and whether the civil servant can continue in his/her self-employment/employment in the private sector or whether that employment must be terminated. The decision will be conveyed in writing to the civil servant on career break.

27. Where the HR Manager/Head of Department becomes aware of a conflict of interest or a potential conflict of interest other than directly from the civil servant on career break, s/he can determine the appropriate course of action in accordance with the Form of Undertaking (see Appendix 1, Form of Undertaking, section 5).

**Appeals by the civil servant on career break in relation to decisions on conflicts of interest**

28. If the civil servant is dissatisfied with the decision of the HR Manager, s/he may appeal in writing to the Head of Department whose decision will be final.

29. Where the civil servant refuses to terminate the self-employment/employment in the private sector following a decision that s/he should do so by the Head of Department, s/he will be deemed to have resigned from the Civil Service in accordance with the Form of Undertaking (see Appendix 1, Form of Undertaking, section 5).

30. Where the civil servant terminates the self-employment/employment in the private sector, s/he must be re-employed in the Civil Service within a period of 12 months in accordance with the provisions relating to return to work in paragraphs 31 - 34.



## **Return to work provisions of the Scheme**

31. To secure an offer of work, the civil servant must indicate at least two months before the end of his/her career break that s/he wishes to return to work. However, it may not be possible to facilitate the return to work of a civil servant on career break in a relevant grade for up to twelve months after the end date of the career break.

32. A civil servant returning from career break may be required to:

- work for a different Department; and/or
- work in a different geographical location (as agreed under the arrangements in place for redeployment); and/or
- work in a different business area from that which s/he worked in prior to going on a career break; and/or
- work different hours/work pattern than s/he had before s/he took the career break. This could include staff previously worksharing being offered a full time post.<sup>6</sup>

33. Where the civil servant refuses the offer given, the HR Manager/Head of Department is under no further obligation to provide employment and can deem the refusal to be a resignation. In those circumstances, the HR Manager/Head of Department should follow the procedure set out in paragraphs 43 and 44 below.

34. The Head of Department may, at his/her discretion, allow a civil servant to resume duty prior to the scheduled expiry date of his/her career break but no earlier than 6 months after commencing his/her career break, provided the Head of the Department is satisfied that:

- there are exceptional reasons to do so related to family hardship;
- it is in the interests of the work of the Department;
- that there is a fillable vacancy in the relevant grade in the Department;
- and it does not disadvantage another civil servant in the Department.

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<sup>6</sup> Where the only offer made to a civil servant returning from career break is to work a recognised shift pattern appropriate to the grade, the individual should not be treated any less favourably than staff already in employment – i.e. the criteria for deciding who should work the shift should be clear and transparent and applied to all staff equally.

### **Obligations on civil servants when returning from a career break**

35. Civil servants on career break are required to contact their HR Unit/PeoplePoint, in writing, at least two months before expiry of the career break, to indicate whether they wish to (a) resume duty on expiry of the career break (b) apply to extend their career break (where permitted) or (c) resign from the Civil Service.

36. Where a civil servant does not comply with the return to work provisions of this scheme, that is s/he:

- fails to contact his/her Department at least two months before the expiry of the career break; or
- refuses a reasonable offer of work as set out in paragraphs 31 - 34 above; or
- does not resume work on the date required (other than in exceptional circumstances approved by the HR Manager/ Head of Department):

s/he will be deemed to have resigned from the Civil Service in accordance with the *Form of Undertaking* s/he signed prior to taking the career break.

37. Where the civil servant has been formally assigned to a different Department during their career break, the implementation of the provisions of the Career Break Scheme will be the responsibility of the HR Manager/Head of Department in the new Department.

38. Where a civil servant is returning from self-employment/employment in the private sector and considers that there is or may be a conflict of interest with his/her new position, s/he must declare it to the HR Manager/ Head of Department (see paragraphs 17 - 23).

### **Obligations on the HR Unit where the civil servant has notified them that s/he wishes to resume work**

39. Where an appropriate vacancy exists, or where it is known that one will arise, the HR Unit should notify the civil servant of the offer and request confirmation that the civil servant will accept the offer.

40. Where an appropriate vacancy does not exist, and is not likely to arise, the HR Unit should put the post on the PAS Redeployment Resource Panel as soon as possible. The

civil servant should be notified of this and also informed that s/he will be circulated with redeployment opportunities by his/her HR Manager.

41. In accordance with paragraphs 31 - 34, where the civil servant refuses an offer made, the HR Manager/Head of Department is under no further obligation to provide employment and can deem this to be a resignation and should follow the procedure set out in paragraphs 43 and 44 below.

42. If it is not possible to make a reasonable offer within the 12 month period after the expiry of the career break, the possibility of facilitating the civil servant on a supernumerary basis must be explored.

**Obligations on the HR Manager where the civil servant on career break has: (a) failed to give notice of his/her intention to resume duty; or (b) refuses a reasonable offer of work; or (c) does not resume work on the date expected**

43. The HR Unit/PeoplePoint should make reasonable efforts to contact the civil servant on career break, in writing and by registered post, on two occasions outlining that s/he has not complied with the terms of the return to work provisions of the Career Break Scheme and the *Form of Undertaking* that s/he signed. The civil servant should be informed that failure to comply with the terms of the Career Break Scheme and the *Form of Undertaking* will be considered to be notice of resignation.

44. Where the civil servant continues to fail to comply with the return to work provisions of the Career Break Scheme and the *Form of Undertaking*, the HR Manager/Head of Department must write to the civil servant formally setting out that s/he has now been deemed to have resigned from the Civil Service.

**Conflicts of interest arising on return to the Civil Service following self-employment/employment in the private sector**

45. In addition to the requirements set out in paragraphs 35 - 38, the civil servant must provide a detailed description of the post s/he occupied, details of any dealings the organisation had with the Civil Service Department to which s/he is returning and details of any actual or potential conflict of interest between the self-employment/employment in the private sector and his/her official position. Any conflict of interest becoming apparent on his/her return to the Civil Service may

determine the business area or Department to which s/he is assigned (see paragraphs 31 - 34).

**Breaches of the career break Scheme (other than those arising from an actual or potential conflict of interest)**

46. Breaches of the Scheme may include but are not limited to:

- (i) a civil servant who is on a career break for a purpose not allowed in the Scheme;
- (ii) a civil servant on career break who has failed to give full or accurate details in his/her *Form of Undertaking*;
- (iii) a civil servant on career break who fails to notify their HR Unit/PeoplePoint of a change of purpose of a career break;
- (iv) a civil servant who is dismissed for misconduct from his/her private sector employment while on career break.

47. Where, in the opinion of the HR Manager/Head of Department, a civil servant on career break has breached the terms of this Scheme including the Code of Standards and Behaviour or Ethics in Public Office Acts 1995 and 2001, the matter may be subject to proceedings under the Civil Service Disciplinary Code. Where the Code is invoked, the civil servant should be made aware of his/her obligation to cooperate fully as the terms and conditions of employment in the Civil Service are still applicable except where otherwise stated in paragraph 14.

**Implementation**

48. HR Units should communicate this policy to all staff in their Department. This policy is also available at [www.circulars.gov.ie](http://www.circulars.gov.ie) and will also be available on request from your HR Unit/PeoplePoint.

This policy will be reviewed by the Department of Public Expenditure and Reform within three years of commencement.

**49. Queries**

Queries in relation to this Circular should be addressed to the HR Unit/PeoplePoint of your Department.

Patricia Coleman

Director

22 February 2013

**Appendix 1**

**APPLICATION TO TAKE A CAREER BREAK AND FORM OF UNDERTAKING**

*[Applicants are advised to read this form and Circular 4/2013 [referred to below as "the Circular"] carefully before signing. Applicants who are uncertain as to the meaning of any of the contents of the form should seek clarification from his/her HR Unit/PeoplePoint. Applicants are, of course, free to seek independent advice.]*

**1. NAME:** \_\_\_\_\_

**2. PPSN:** \_\_\_\_\_

**3. MALE/FEMALE** (delete as appropriate)

**4. OFFICIAL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**5. CURRENT GRADE:** \_\_\_\_\_

**6. DATE OF BIRTH:** \_\_\_\_\_

**7. PURPOSE FOR WHICH CAREER BREAK IS SOUGHT:** *(see paragraphs 6 - 7 of the Circular)*

- FAMILY REASONS
- OTHER DOMESTIC
- EDUCATIONAL
- TRAVEL
- SELF EMPLOYMENT
- OTHER PRIVATE SECTOR EMPLOYMENT

DETAILS (give full details\*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*For self-employment provide further information such as details of role, stakeholders, clients etc.

For other private sector employment provide further information such as details of your prospective employer, the type of employment proposed, stakeholders, clients etc and any previous dealings you may have had with these in the course of your Civil Service role. (If required, additional pages can be used to provide further detail)

**8. PREVIOUS CAREER BREAK(S) OR OTHER FORMS OF SPECIAL LEAVE WITHOUT PAY (see paragraph 2 of the Circular):**

*Please state the purpose, duration and dates of any career break or other form of special leave without pay previously taken (excluding periods of less than six months)*

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**9. CONTACT DETAILS (see paragraph 13 of the Circular and the Form of Undertaking):**

Address: \_\_\_\_\_

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Phone (home and mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

## **FORM OF UNDERTAKING**

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1. I understand that the terms and conditions of my career break are as stated in Circular 4/2013, a copy of which has been given to me. I understand that entitlements to social welfare payments for persons on career break are under active consideration by the Department of Social Protection; I understand that if I lose employment while on career break I may not be entitled to supports such as jobseeker's payments; in addition, if I was appointed before 6 April 1995, I understand that I should clarify my PRSI position with the Department of Social Protection prior to taking up employment in the private sector.

In particular, I acknowledge that I understand the conditions regarding:

- paragraphs 12 - 13 dealing with the requirement to notify my HR Unit/PeoplePoint<sup>7</sup> if I am applying to change the purpose for the career break or a change of contact details;
- paragraphs 14 - 16 dealing with my status as a civil servant while on career break, including the position with regard to superannuation benefits and, if appointed before 6 April 1995, will not, on resuming duty, be liable for Class A insurance;
- paragraphs 17 - 23 regarding conflicts of interest while self-employed/employed in the private sector and the possible consequences of same; and
- paragraphs 31 - 34 dealing with the return to work provisions of the scheme and the possibility of no vacancy existing for a period of up to 12 months from the date of the end of my career break.

2. I wish to be notified of promotion/appointment competitions while I am on career break. Y/N

3. I understand that my career break expires on ..... (*date should be inserted*).

4. I hereby undertake

- to notify my HR Unit/PeoplePoint of any change of address, email address or phone number for correspondence purposes within one week of such change;
- to apply in writing to my HR Unit/PeoplePoint where I am proposing to change the purpose of the career break;
- to notify my HR Unit/PeoplePoint in writing, at least two months before expiry of the career break, stating whether I wish to resume duty on expiry of the career break, apply for an extension to the career break (where permitted) or resign from the Civil Service;
- to notify my HR Unit/PeoplePoint if I am dismissed from employment in the private sector and the reason for such dismissal;

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<sup>7</sup>Civil servants whose parent Department has transitioned to PeoplePoint should notify PeoplePoint. All other civil servants should continue to notify their own HR Unit. This applies throughout the Form of Undertaking for all references to "HR Unit/PeoplePoint".



- to respond promptly to any correspondence from my parent Department/PeoplePoint concerning my intentions on the expiry of my career break or any other matters concerning my career break;
- to return to duty on such date following the expiry of my career break as directed.

5. I understand that if a potential or actual conflict of interest arises in the course of self-employment or other private sector employment I am bound to notify my HR Unit/PeoplePoint immediately and am bound by any decision that the HR Manager/Head of Department subsequently takes in the matter.

I understand that in the event that it comes to the attention of my parent Department that I have taken up employment or am engaged in any activity which it considers may give rise to an actual or potential conflict of interest with my position in the Civil Service, my parent Department will contact me in writing stating that I must, within two weeks:

- cease the employment or stop engaging in the activity and advise the Department that I have done so; or
- advise the Department, in writing, that I am not engaged in that employment or activity; or
- advise the Department why I consider that such employment or activity does not give rise to an actual or potential conflict of interest with my position in the Civil Service; or
- resign my position in the Civil Service.

I understand that if after considering my response the Department continues to be of the view that I am employed or engaged in a role which gives rise to an actual or potential conflict of interest, the Department will give me a further two weeks to:

- cease such employment or activity and to notify the Department of this in writing; or
- resign from my position in the Civil Service; or
- apply for a meeting with the HR Manager to put forward my case.

I understand that I can, within two weeks of notification of the decision, appeal the decision of the HR Manager to the Head of Department and that the Head of Department's decision will be final.

I understand that in the event that I do not comply with these procedures or follow the decision of the Head of Department, this undertaking will be immediately invoked, and will constitute my formal resignation from the Civil Service **effective from two weeks following the date of the written notification of the decision by the HR Manager/Head of Department.**

6. I understand that in the event that:

- I do not confirm in writing my intentions at least two months before the expiry of my career break; or
- I do not accept a reasonable offer of a return to work (as per paragraph 32 of the Circular); or
- I do not report for duty on such date following the expiry of my career break as directed,

this undertaking will be invoked and will constitute a formal offer of resignation from the Civil Service. Effect will be given to such resignation by written notification to me, at the address supplied by me, by my parent Department of their acceptance of my resignation.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

HR Manager

A copy of the completed signed form should be given to the civil servant to be retained by him/her while on career break.

**Appendix 2**

**APPLICATION TO EXTEND CAREER BREAK AND FORM OF UNDERTAKING**

*[Applicants are advised to read this form and Circular 4/2013 [referred to below as "the Circular"] carefully before signing. Applicants who are uncertain as to the meaning of any of the contents of the form should seek clarification from his/her HR Unit/PeoplePoint. Applicants are, of course, free to seek independent advice.]*

**1. NAME:** \_\_\_\_\_

**2. PPSN:** \_\_\_\_\_

**3. MALE/FEMALE** (delete as appropriate)

**4. OFFICIAL ADDRESS:** \_\_\_\_\_

**5. CURRENT GRADE:** \_\_\_\_\_

**6. DATE OF BIRTH:** \_\_\_\_\_

**7. PURPOSE FOR WHICH CAREER BREAK IS BEING EXTENDED:** *(see paragraphs 6 - 7 of the Circular)*

- FAMILY REASONS
- OTHER DOMESTIC
- EDUCATIONAL
- TRAVEL
- SELF EMPLOYMENT
- OTHER PRIVATE SECTOR EMPLOYMENT

DETAILS (give full details\*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*For self-employment provide further information such as details of role, stakeholders, clients etc.

For other private sector employment provide further information such as details of your prospective employer, the type of employment proposed, stakeholders, clients etc and any previous dealings you may have had with these in the course of your Civil Service role. (If required, additional pages can be used to provide further detail)

**8. PREVIOUS CAREER BREAK(S) OR OTHER FORMS OF SPECIAL LEAVE WITHOUT PAY (see paragraph 2 of the Circular):**

*Please state purpose, duration and dates of any career break or other form of special leave without pay previously taken (excluding periods of less than six months)*

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**9. CONTACT DETAILS (see paragraph 13 of the Circular and the Form of Undertaking):**

Address: \_\_\_\_\_

Phone (home and mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

I understand that the terms and conditions of my career break continue to be as stated in Circular 4/2013 and the original Form of Undertaking which I signed when I applied for my career break subject to the revised date for return as agreed herein.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESSED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

A copy of the completed signed form should be retained by the civil servant while on career break.

**Appendix 3**

**APPLICATION TO CHANGE THE PURPOSE OF THE CAREER BREAK AND FORM OF UNDERTAKING**

*[Applicants are advised to read this form and Circular 4/2013 [referred to below as "the Circular"] carefully before signing. Applicants who are uncertain as to the meaning of any of the contents of the form should seek clarification from his/her HR Unit/PeoplePoint. Applicants are, of course, free to seek independent advice.]*

**1. NAME:** \_\_\_\_\_

**2. PPSN:** \_\_\_\_\_

**3. MALE/FEMALE** (delete as appropriate)

**4. OFFICIAL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**5. CURRENT GRADE:** \_\_\_\_\_

**6. DATE OF BIRTH:** \_\_\_\_\_

**7. ORIGINAL PURPOSE OF CAREER BREAK:** \_\_\_\_\_

**8. PURPOSE FOR WHICH CHANGE TO CAREER BREAK IS SOUGHT** (*see paragraphs 6 - 7 of the Circular*):

- FAMILY REASONS
- OTHER DOMESTIC
- EDUCATIONAL
- TRAVEL
- SELF EMPLOYMENT
- OTHER PRIVATE SECTOR EMPLOYMENT

DETAILS (give full details\*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*For self-employment provide further information such as details of role, stakeholders, clients etc.

For other private sector employment provide further information such as details of your prospective employer, the type of employment proposed, stakeholders, clients etc and any previous dealings you may have had with these in the course of your Civil Service role. (If required, additional pages can be used to provide further detail)

**9. CONTACT DETAILS** (see paragraph 13 of the Circular and the Form of Undertaking):

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone (home and mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

I understand that the terms and conditions of my career break continue to be as stated in Circular 4/2013 and the original Form of Undertaking which I signed when I applied for my career break.

In particular, if the change of purpose for my career break is to become self-employed or employed in the private sector, I acknowledge and understand the conditions, in paragraphs 17 – 23 of Circular 04/2013 and the original Form of Undertaking which I signed, regarding conflicts of interest and the possible consequences of same.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

A copy of the completed signed form should be retained by the civil servant while on career break.

## Appendix 4

### Change of Contact Details while on Career Break

#### *Personal Details*

Name: \_\_\_\_\_ PPSN: \_\_\_\_\_

Grade: \_\_\_\_\_ Department: \_\_\_\_\_

#### *Contact Details*

Current Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Phone No: \_\_\_\_\_

Current Email Address: \_\_\_\_\_

New Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New Phone No: \_\_\_\_\_

New Email Address: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
(If different to above)

\_\_\_\_\_

New Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Date of Change: \_\_\_\_\_

Signed: \_\_\_\_\_