*This declaration must be completed and signed by the employee taking the career break and a scanned copy attached to the online HR Request – Career Break via* [*ServiceNow*](https://sotonproduction.service-now.com/soton/soton_main.do)*.*

**EMPLOYEE DETAILS**

|  |  |
| --- | --- |
| Employee full name: |  |
| Employee number: |  |

**DECLARATION**

I accept the conditions set out in the University’s Career Break Policy:

<http://www.southampton.ac.uk/hr/services/career-breaks/index.page>

I understand that by requesting a career break I will be resigning from my post, but that it is the intention of the university to re-employ me at the end of the career break. If my post is not available on my return then I will be given prior consideration for all suitable alternative employment, however, if there is no suitable alternative employment then I understand I will not be re-employed by the University. I understand that continuity of employment will not normally be preserved.  
I confirm that I will give 6 months’ notice of the date I will return to work and that I will inform Human Resources as soon as possible should I decide at any time not to return to work after the Career Break.

Signed: ………………………………………………………………………………………………..

Dated: ………………….….……………………