

1. Policy Statement

Keltech will consider career break opportunities for employee's who wish to further their education, travel, or require time off for domestic purposes. Career Breaks will be granted in circumstances where it is reasonable and practical to do so and where operational needs will not be adversely affected. This policy is subject to change and may be withdrawn in line with company requirements.

2. Purpose

To outline the procedures that must be followed when applying for career break.

3. Scope

This policy applies to all employees of Keltech provided that they meet the conditions outlined in this policy.

4. Eligibility

- 4.1. All employees who have successfully completed their probationary period are eligible to request a career break but approval of such career breaks are at the discretion of the company.
- 4.2. All applications will be fairly considered taking account of the individual circumstances i.e. the employee's length of service, the nature of the employee's role, the current business climate etc. However, Keltech cannot guarantee that all applications will be granted.
- 4.3. For operational reasons no more than two employees will be granted a career break over the same period of time.

5. Duration

- 5.1. A career break will be granted for a minimum of three months and a maximum of one year and during this period employees are not paid any salary.
- 5.2. The duration of a career break may not extend beyond retiring age.

6. Conditions while on Career Break

- 6.1. As a Career Break is a period of unpaid leave employees will not be paid for the duration of their absence on career break.
- 6.2. Periods of career break will not be reckonable as service for pension purposes.
- 6.3. Employees do not accrue holidays while on career break and all outstanding holidays must be taken prior to the start of the leave.
- 6.4. If an employee on career break wishes to be informed of internal advertising of positions the onus is on the individual to notify the HR Coordinator of any change in their contact details.
- 6.5. The employee will not be treated less favourably in the Recruitment and Selection Process based on their absence due to Career Break.
- 6.6. Any confidentiality agreements in place during employment are still applicable during career break.

7. Application Process

- 7.1. Employees who wish to avail of career break must complete a career break application form and submit it to their supervisor.
- 7.2. Applications must be submitted at least three months in advance of the proposed career break start date.
- 7.3. The purpose for which the career break is being requested must be outlined in the application form.
- 7.4. The application will be reviewed and approved by the General Manager.
- 7.5. The decision of the General Manager will be outlined to the employee through the Confirmation of Career Break Form or Decline of Career Break Form.
- 7.6. Where career breaks have been approved the employee will be required to sign a copy of the confirmation of career break form and return it to the HR Coordinator for their personnel file. A letter outlining the details of the career break will also be issued to the employee.

8. Return to Work

- 8.1. The employee must notify Keltech of their intention to return to work at least one month prior to the end of their career break.
- 8.2. Where possible, employees will be facilitated to return to their original or similar post, but this cannot be guaranteed.

Appendix 1

Career Break Application Form

Employee Details

Employee Name	
Position	

Purpose of Proposed Career Break

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Dates of Proposed Career Break

Start Date	
End Date	

Have you availed of Career Break(s)/ Unpaid Leave in the past?

Yes No

Contact Details while on Career Break

Address	
Home Telephone No.	
Mobile Telephone No.	
Email Address	



Keltech
Career Break Policy

I have read and fully understand the terms and conditions of the career break policy.

Signed: _____ Date: _____

Employee

This form should be completed and submitted to your manager three months prior to the start date of the proposed career break. All applications will be fairly reviewed but approval cannot be guaranteed.

Appendix 2

Career Break Policy**Confirmation of Career Break****Employee Details**

Employee Name	
Position	
Employee Address	

Dates of Proposed Career Break

Start Date	
End Date	

Career Break GrantedYes No

Approved: _____ **Date:** _____
Supervisor

Approved: _____ **Date:** _____
General Manager

I have read, fully understand and accept the terms and conditions of the career break policy.

Signed: _____ **Date:** _____
Employee

Appendix 3



Keltech
Career Break Policy
Decline of Career Break

Employee Details

Employee Name	
Position	
Employee Address	

Dates of Proposed Career Break

Start Date	
End Date	

Career Break Granted

Yes

No

Reason for Decline

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Signed: _____

Date: _____

Supervisor

Signed: _____

Date: _____

General Manager