

# CAREER BREAK PROCEDURE

## SCOPE

This procedure applies to all fixed-term and continuing staff members, herein collectively referred to as 'you' for the purpose of this procedure. It does not apply to casual, sessional, honorary or unpaid adjunct appointees.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2019](#) or the [Trades and Services staff \(Building and Metal Trades staff\) 2009](#) or [Trades and Services staff \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff\) 2005](#) as applicable to you in accordance with your contract of employment.

## PROCEDURE STATEMENT

The purpose of this procedure is to describe how eligible staff apply for leave for a career break.

### 1. Overview and eligibility

- 1.1 Monash University ('us', 'our' or 'we') recognises that a career break can be mutually beneficial. By combining different leave entitlements, you can take a break from work to refresh, re-energise, and attend to other responsibilities or pursue professional development. For us, granting a career break supports the retention of valued staff members and their professional development.
- 1.2 Career break leave includes a combination of paid and unpaid leave including:
  - [annual leave](#);
  - [long service leave](#); and
  - unpaid [special leave](#).
- 1.3 Career break leave does not cover absence where the primary purpose is to undertake paid outside work. Any paid outside work must be undertaken in accordance with the [Paid Outside Work procedure](#) and Long Service Leave legislation (where relevant). It also differs from the [Outside Studies Programme \(OSP\)](#). OSP grants academic staff with a period of relief from normal University duties to carry out a cohesive program of scholarly work. There is no requirement to carry out any duties while on a career break.
- 1.4 Following a minimum of two years continuous service with us, you are eligible to apply for a career break of up to 12 months. A career break is not an entitlement and can only be entered into by mutual agreement between you, your supervisor and the requisite leave approver.

### 2. How to apply for career break leave

#### Step 1: Talk with your supervisor

- 2.1 As early as possible, talk with your supervisor about:
  - the reasons for requesting a career break;
  - the desired period of absence;
  - the timing of the career break; and
  - the impact on your role and work area.

#### Step 2: Apply for career break leave

- 2.2 Check [ESS](#) or with Access HR on 9902 0400 to verify your leave entitlements.
- 2.3 Your annual and long service leave entitlements must be exhausted before commencing unpaid special leave.
- 2.4 Apply for your preferred combination of leave in accordance with the applicable procedures at least 4 weeks before the intended start date of the career break.

## Step 3: Your application is considered

### 2.5 Your supervisor will consider:

- your circumstances;
- eligibility requirements;
- timing of the career break;
- impact on operations or service delivery;
- ability of the work unit to make alternate arrangements to accommodate the request;
- likely impact on retention;
- your performance and unit's performance;
- entitlement to annual leave and long service leave; and
- other considerations relevant to making a balanced decision.

2.6 Further authorisation may be required depending on the length and combination of leave types applied for. Your career break is approved when all the requisite approvals for the different forms of leave are obtained.

2.7 If some or all of your career break application is rejected, your supervisor, following discussions their HR Business Partner, will communicate the decision to you explaining the reasons for the refusal.

## 3. During your career break

### Staying in touch

3.1 You and your supervisor should agree on arrangements to keep you up-to-date during your absence with activities in your work area.

### Changing your return to work date

3.2 Submit a request to your supervisor for consideration at least 6 weeks before your initial return date or the adjusted return date, whichever is earliest.

## 4. Breach of procedure

4.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

<b>Career Break</b>	A broad term meaning any time out from a career. It is sometimes referred to as an "Adult Gap break", and typically taken for three or six months. Staff have the right to return to a job at the same level.
<b>Dean/Executive Director</b>	The Dean of the Faculty or Executive Director of the Division or their nominee in any case where the Dean or Executive Director has formally nominated a person to act as their nominee for the purpose.
<b>Employment Self Service (ESS)</b>	An online Employee Self Service system which provides staff with easy and private access to personal and current employment information held by the University.
<b>HR Business Partner</b>	A key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.
<b>Paid Outside Work</b>	Work undertaken outside of a staff member's normal duties that may reasonably be construed as either University or private practice. Paid outside work requires prior written approval from the dean/executive director. It may be included as part of University practice where the University is party to the contract under which the work is undertaken. (For more information refer to the <a href="#">paid outside work procedure</a> ).
<b>Enterprise Agreement</b>	The Enterprise Agreement means the <a href="#">Monash University Enterprise Agreement (Academic and Professional Staff) 2019</a> or the <a href="#">Trades and Services staff (Building and Metal Trades staff) 2009</a> or <a href="#">Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005</a> as applicable to the staff member in accordance with their contract of employment.
<b>Staff</b>	A person employed by the University who has a continuing or fixed-term contract under the terms of the Monash University Enterprise Agreements.
<b>Supervisor</b>	Is responsible for the supervision of staff and in most cases this will be the immediate line manager.

## GOVERNANCE

Parent policy	<a href="#">Leave and wellbeing</a>
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Annual Leave</a></li> <li>• <a href="#">Long Service Leave</a></li> <li>• <a href="#">Special Leave</a></li> <li>• <a href="#">Types of Leave - All Leave</a></li> </ul> <p><b>Procedure forms</b>  <a href="#">Application for Leave and Special Leave [Online]</a></p>
Legislation mandating compliance	N/A
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer – 12 February 2020
Endorsement	Director, Workplace Relations – 12 February 2020
Procedure owner	Director, Workplace Relations
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Content enquiries	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400