



**Maynooth University
Human Resources
Office**

Career Break Scheme Non Academic Staff

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Maynooth University Career Break Scheme

Non Academic Staff

The University has approved a scheme to facilitate Non-Academic staff who wish to avail of unpaid leave for career breaks. The scheme is a concessive scheme and may be reviewed or terminated by the Governing Authority at any time.

Eligibility

All full-time permanent staff who have a minimum of one full year's service are eligible to apply for a career break. The granting of the application will depend on the merits of the application and on the requirements of the University and the Department served by the applicant.

Duration and return to duty

Leave of absence for a career break with the right to return to the existing post may be allowed for period of not less than six months and not more than one year. Absence on Career Break is not reckonable for incremental purposes.

Purpose

A career break may be allowed for such purposes as self-education, domestic responsibilities, third world assignment, self-employment etc.

Pension

Leave of absence without pay will not reckon as service for pension purposes. However staff may wish to pay the appropriate cost of annual pension premium as an option.

Death-in-service benefit

The University will maintain the death-in-service benefit of staff on leave unless the individual is included in the fund of another employer.

Income continuance plan

In view of the variable risk element it will be necessary for the Underwriters to assess each case on an individual basis. Continuation is covered by the University subject to provision of any necessary information by the applicant to the Underwriters, and their acceptance of the applicant's benefits at ordinary rates.

House loans

A member of staff availing of the House Loan Scheme will be required to maintain continuity of payment by means of banker's order or other suitable arrangement during absence on career break.

Voluntary Health Insurance

It may be possible to arrange to have contributions for the scheme deducted in advance from salary, provided reasonable notice is given to the Salaries Office before departure. Alternatively, members on career breaks should consult VHI to arrange payment of the premium.

Extensions

Extensions to the Career Break Scheme will not be given under any circumstances. A second career break may be allowed provided that three years have elapsed since the date of return to work of the staff member.

Replacements

Vacancies arising as a consequence of a career break may be filled for the duration of the absence at recruitment level in consultation with the Personnel Officer, and subject to approval by the President.

Applications

Applications stating the purposes and period of the career break should be submitted to the Head of Department at least six months before the starting date. The recommendation of the Head of Department should then be communicated to the Personnel Officer. The applicant will be promptly notified of the decision. If more than one person in any department applies for leave of absence in the same period, the Head of Department will make a recommendation in respect of each application, taking into account the merits of each application, the length of service of the staff members concerned, and the exigencies of the department concerned.