

## Application for Career Break 2024 - 2025

### Non-Teaching Staff (including SNA's)

<b>Name:</b>	
<b>School/Centre:</b>	
<b>Reason for Career Break request:</b>	
<b>Are you currently on Career Break:</b>	
<b>If yes, how many years:</b>	
<b>Details of current duties:</b>	

I declare that I have read and agree to abide by the regulations and procedures set out in Circular Letter 0022/2012 & 0035/2019 (SNAs) & Circular Letter 0079/2015 (staff other than Teacher/SNA) and that the information which I have given in this application to be true and accurate.

**Signed (Staff Member):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For LMETB Head Office Completion:**

Approved

☐

Refused

☐

**Comments:**

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

**Date:** \_\_\_\_\_

*Brian Murphy, Director of Organisation Support & Development / Fiona Kindlon, Director of Schools/  
Sadie Ward McDermott, Director of Further Education*

Completed form to be emailed to [leaveapplications@lmetb.ie](mailto:leaveapplications@lmetb.ie) by 1<sup>st</sup> February, 2024