

Career Break – Record of Contact Days

Staff on a career break may, by agreement with their Head of School/Unit, undertake a number of days' paid work during their career break ("contact days").

The type of work undertaken is a matter of agreement between the member of staff and the Head of School/Unit. The days may be used for any activity which would ordinarily be classed as work under the employee's contract, and could be particularly useful in enabling attendance at a conference, training activity, away day, departmental meetings.

Name: _____

Staff ID/NI Number/ Date of Birth: _____

School/Unit/Residence: _____

Date of contact day	Total hours
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Salary to be charged to					
Cost Centre		Analysis Code		Detail Code	

I certify that the hours stated above have been worked by me.	Certified by Head of School/Unit
Signed	Signed

Please ensure you retain a copy of this form for your own records and return the completed form to the Salaries Office, The Old Burgh School, to ensure payment of contact days.

Contact days will be included in your monthly salary and will be detailed on your payslip. The days will be paid on the first pay date after Salaries receive this completed form; provided it is received by the relevant salary cut off date.