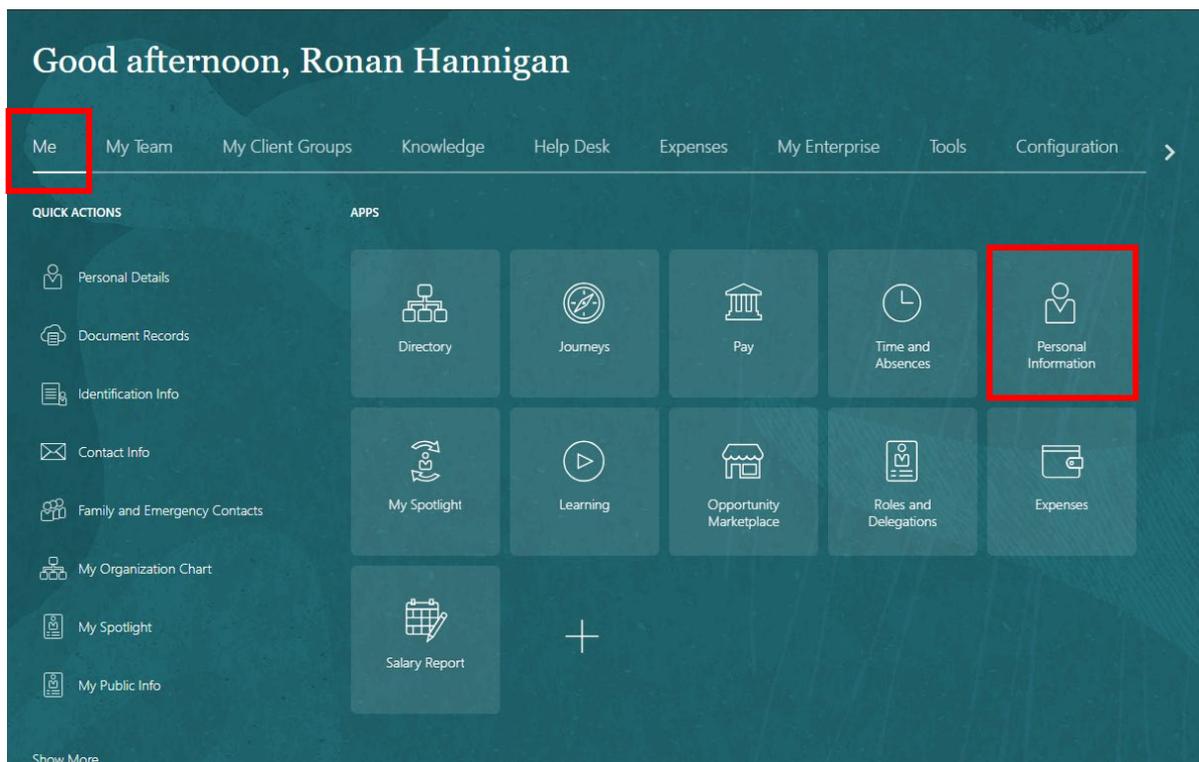


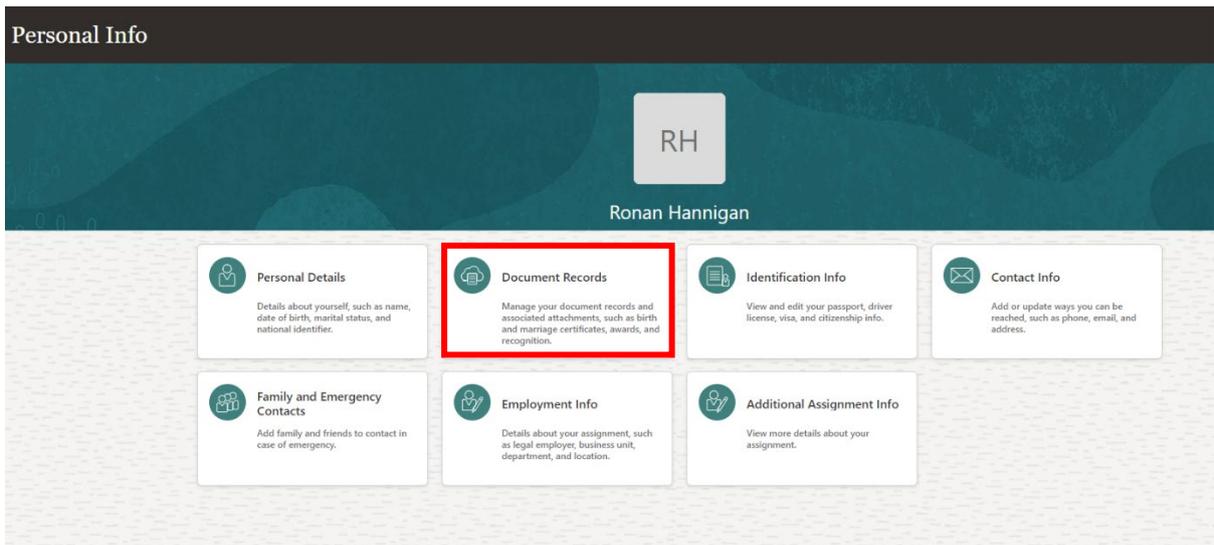
Employees looking to submit a career break application should complete the online form which can be found by creating a new document of record on Oracle Fusion.

The workflow will be as follows:

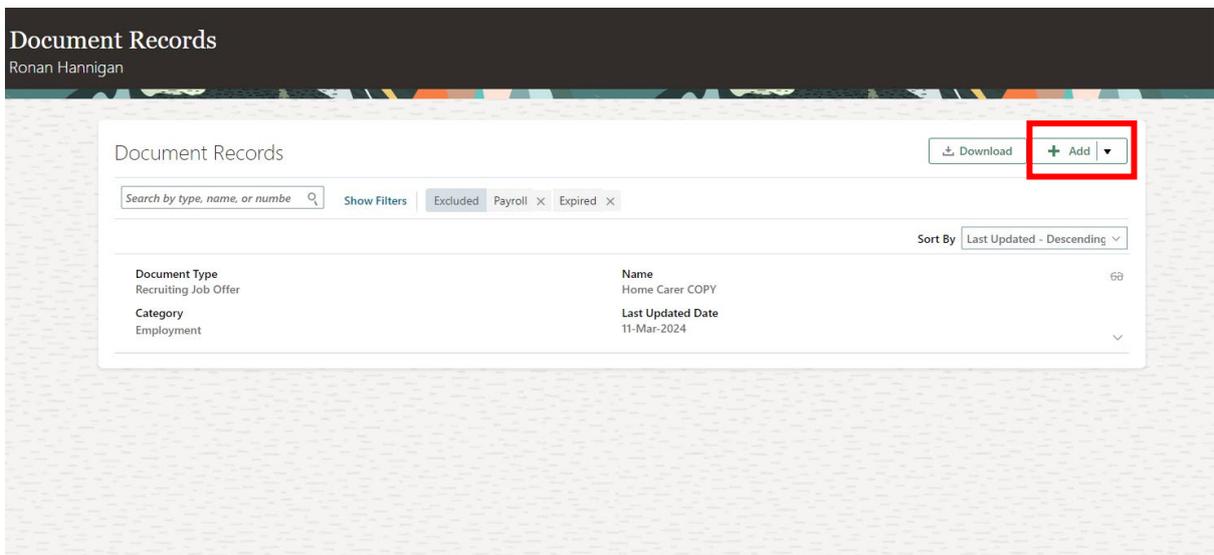
- Employee submits document of record requesting career break.
- Manager receives document of record for approval.
- Once approved document of record is then sent to personnel services for processing.
- Once personnel have processed the request, employee will receive notification to confirm the task has been processed.



To access "Document Records", select the "Me" tab then "Personal Information".



On the “Personal Info” screen, select “Document Records”.



To create a Career Break Document of Record, select “add”.

Add Document

Ronan Hannigan

Document Details

*Document Type

Select a value

Name	Country	Category	Subcategory
SLC Annual leave during sickness	United Kingdom	Absence	
SLC Apprentices	United Kingdom	Learning and Development	
SLC Attendance Support Meeting	United Kingdom	Absence	
SLC Career Break	United Kingdom	Employment	
SLC Certificate	United Kingdom	Learning and Development	

The screen above will appear. For “Document Type”, open the drop-down menu and select “SLC Career Break”.

Submit Cancel

*Document Type
SLC Career Break

Category
Employment

Country
United Kingdom

Description
Application for a period of career break.

*Name

*Start Date of Career Break
dd-mm-yyyy

*End Date of Career Break
dd-mm-yyyy

*Does it follow a period of Maternity or Adoption Leave ?

*Reason for Application

Manager only – do you intend to replace employee during Career Break

Attachments

Amendment to Career Break

Do you wish to apply to shorten or extend your Career Break

New End Date of Career Break
dd-mm-yyyy

Reason for change

Drag files here or click to add attachment

The screen above will be generated. Please complete the sections which are highlighted in red. (Please note the fields highlighted in blue do not need completed when requesting a career break). This section only needs to be completed if you are changing your return to work date.

Submit

***Document Type**
SLC Career Break

Category
Employment

Country
United Kingdom

Description
Application for a period of career break.

***Name**
Career Break Request (12 Months)

***Start Date of Career Break**
12-Aug-2024

***End Date of Career Break**
12-Aug-2025

***Does it follow a period of Maternity or Adoption Leave ?**
No

***Reason for Application**
Travel europe for 12 months

Manager only – do you intend to replace employee during Career Break

Amendment to Career Break

Do you wish to apply to shorten or extend your Career Break

New End Date of Career Break
dd-mmm-yyyy

Reason for change

Attachments

Drag files here or click to add attachment

Once you have completed the relevant fields (see above) and ready to submit your application for your line manager’s approval, click “submit”.

Note – There is also an option to add an attachment to the document of record if required however this is not necessary.

Document Records

Document Records Download + Add

Search by type, name, or number Show Filters Excluded Payroll Expired

Sort By Last Updated - Descending

We are submitting your changes for approval.

Document Type	Name	Last Updated Date
SLC Career Break	- Career Break Request (12 Months)	03-Jun-2024

Once you have submitted your document of record for manager approval, you will be brought back to the screen above which will show the most recent addition with an alert to confirm your changes have been submitted for approval.

If you would like to check on the status of your career break request, you can access your document records as shown previously (“Me” tab > “Personal Information” > “Document Record”).

Approval in Progress

Manage Document Records

New Document Record

Name - Career Break Request (12 Months)

Type SLC Career Break

Country United Kingdom

Category Employment

Start Date of Career Break 12-Aug-2024

End Date of Career Break 12-Aug-2025

Does it follow a period of Maternity or Adoption Leave? No

Reason for Application Travel europe for 12 months

Employee Details

Assignment Number

Job Administrative Level 10

Grade

Approvers

[Show Detail](#)

If you have an existing document of record in the approval process the alert above will show. Click on the blue link to view.

Document Records

Document Records

Download Add

Search by type, name, or number Show Filters Excluded Payroll Expired

Sort By Last Updated - Descending

Approval in progress. See how it's going.

Document Type SLC Career Break	Name Career Break Request (12 Months)	Last Updated Date 03-Jun-2024
Category Employment		
Document Type Recruiting Job Offer	Name Home Carer COPY	Last Updated Date 11-Mar-2024
Category Employment		

The screen above will show which confirms the details of the document record. To view the approvers section, click on the blue "Show Detail" link which will show you which stage in the process your request is at.

Approvers

Hide Detail

Ronan Hannigan

Assigned to 03-Jun-2024 3:48 PM

Approved by 03-Jun-2024 3:48 PM
12 Month Career Break Approved

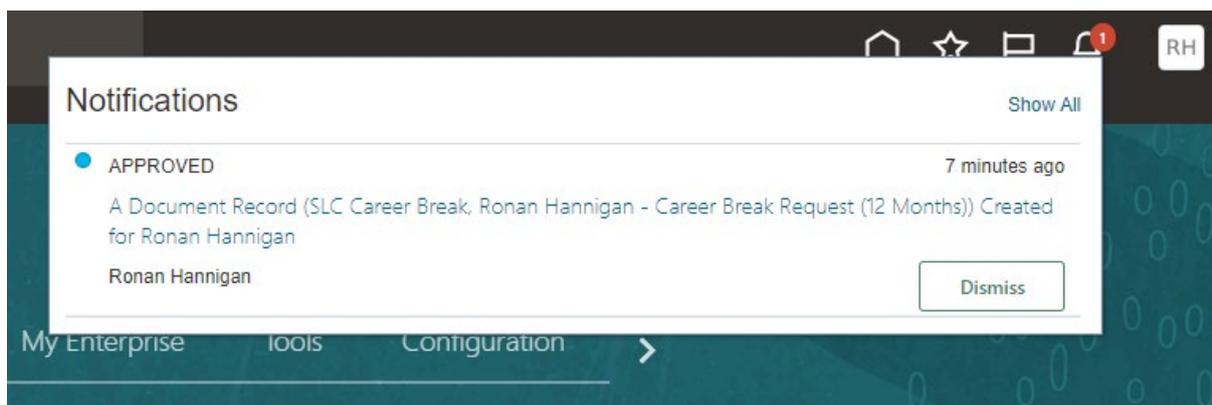
Submitted by **Ronan Hannigan** 03-Jun-2024 3:20 PM

The approvers section will show and confirm the following –

Who submitted the request? (Most likely to be your own name unless line manager has submitted request on your behalf)

Who the request has been approved by? (Most likely to be your line managers name)

Who your request has been assigned to for processing? (This may show various names until your request has been “claimed” by a personnel team member for processing)



Once your requested has been processed by personnel services you will receive a notification through Oracle Fusion confirming your document of record has been approved. (See above)

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk