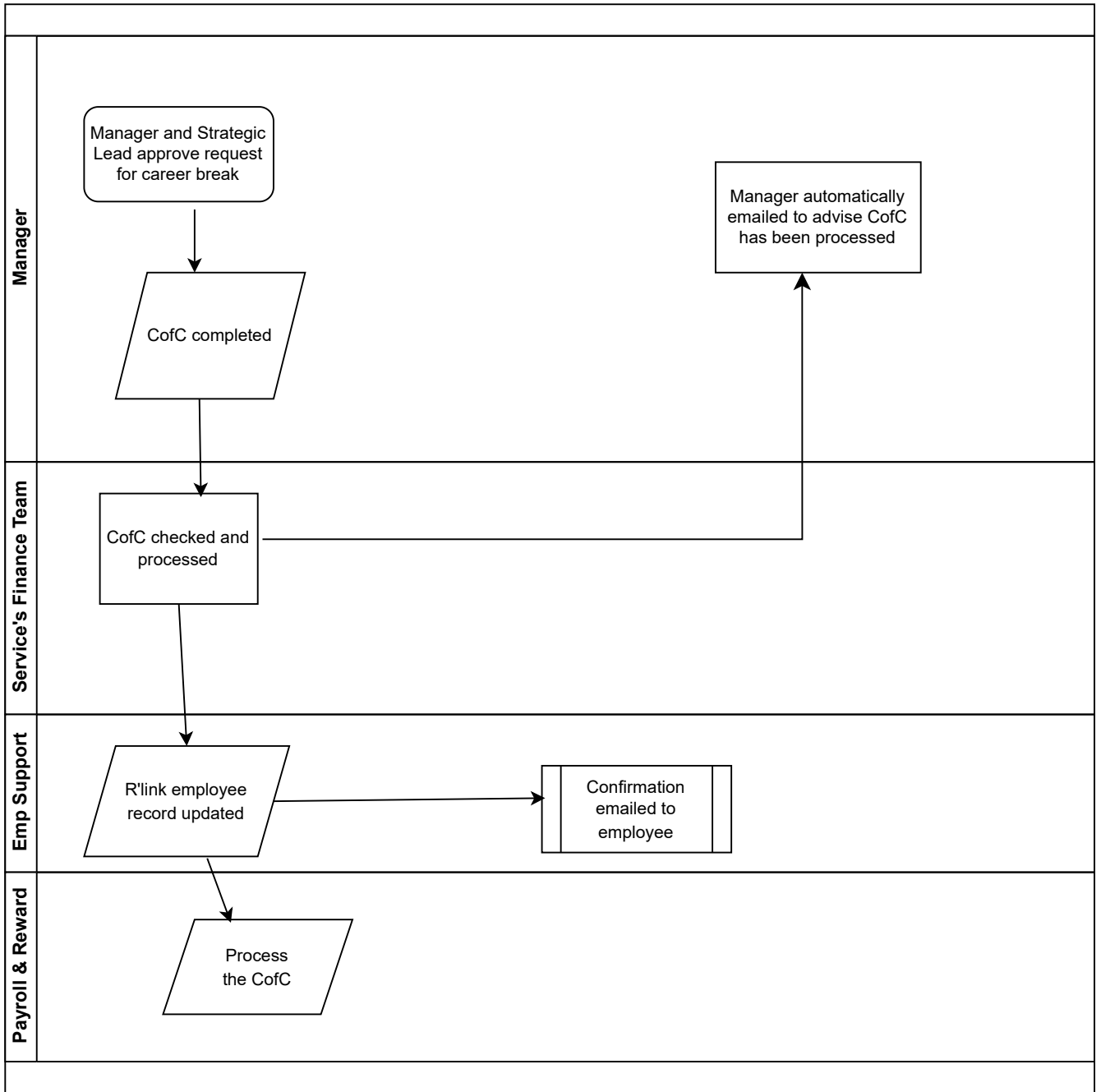


# Career Break workflow



Following approval by a manager and relevant Strategic Lead, the request will originate with a manager who will submit the Change of Circumstances on the portal.

The Change of Circumstance request will then be submitted to the Service Finance Team who will check and process the request.

The request will then be processed by Employee Support, and Payroll & Reward Team, before a confirmation email is sent to the employee, with a copy to the manager.