

CPD

Application for Pro Rata Adjustment of CPD Requirements

Name: _____ Membership No.: _____

Company Name: _____

Correspondence Address: _____

Email address: _____

Phone: _____

Notes:

1. See CPD Guidelines & Regulations for pro rata rules. A pro rata adjustment of CPD hours will be applied in the case of long term sick-leave (2 months or more) and statutory leave (maternity (current maximum 42 weeks i.e. up to 26 weeks paid and up to 16 weeks unpaid leave)/adoption/block parental/carer's leave – include statutory paid and unpaid leave only, do not include holidays prior to or following statutory leave, career break etc.)*.

2. A pro rata adjustment of CPD hours will **NOT be applied** in the case of short-term sick leave, part-time work/job sharing, holidays, other short-term leave and career break.

Commencement date of leave: ___/___/___ (dd/mm/yy) – see notes above

Actual or projected date of return to work: ___/___/___ (dd/mm/yy) – see notes above

Reason for leave:

Signature: _____ Date: _____

Name of Line Manager (Block Capitals): _____

Signature of Line Manager: _____

***Please attach copies of medical certificates or any other relevant documentation e.g. maternity leave agreement. Incomplete forms will be returned to the applicant.**

Please return to CPD Dept., The Institute of Bankers, 1 North Wall Quay, Dublin 1.