



DOWN DISTRICT COUNCIL CAREER BREAK PROCEDURE

HR/346

1. PROCEDURE TITLE

Down District Council Career Break Procedure.

2. OVERVIEW

The procedure details the process to apply for a Career Break.

3. AREAS OF RESPONSIBILITY

3.1 Employees

- Are responsible for giving at least 3 months notice to the line manager to request a Career Break.
- Will be responsible for ensuring that they fully and accurately complete the application form enclosed with this procedure and for clearly stating the purpose and the period of time for which the Career Break is being sought.
- Employees who take a Career Break of more than one year's duration must contact Human Resources at the end of each 12-month period to confirm their intention to return to their employment.
- Employees on a Career Break must contact Human Resources at least 3 months before they are due to return to:
 - Confirm that they intend to return on the due date; or
 - Apply for an extension of the Career Break; or
 - Indicate they wish to resign.
- Failure to do so may mean (s)he will forfeit his/her right for an extension to/return from Career Break.
- Any employee who does not comply with the terms of the Career Break Scheme will not be considered for re-employment under the terms of the scheme.
- It is the responsibility of individual employees taking a Career Break to contact the Department of Health and Social Services through the Social Security Office, to determine whether they are entitled to any benefits and to check the position with regard to National Insurance contributions. Similarly, it is for individual employees to ensure that they comply with Inland Revenue requirements regarding other income during the period of the Career Break.

3.2 Line Managers

- Are responsible for forwarding to Human Resources within 10 days of receipt, the completed application, with his/her recommendation.

3.3 Human Resources

- Human Resources will be responsible for checking the eligibility of application and forwarding this to the Director for the Service within 5 working days.



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3.4 Chief Officers

- The Director for the Service will consider the application and forward his/her recommendation to the Senior Management Team within 5 working days.
- The Senior Management Team will approve/not approve each application. Approvals may be subject to conditions, which are necessary for the exigencies of the service.
- The date on which a Career Break begins will be decided by the Senior Management Team taking into consideration the circumstances of the application and the likely time required in filling the vacancy.

4. PROCEDURE DETAILS

- 4.1 Each application will be considered on the merits of the individual case. It may not be possible to grant release in every case because of the needs of the Council. However, in line with our policy of equality of opportunity, every effort will be made to accommodate applications. Applications from employees in scarcity grades/roles will require careful consideration and release will depend on suitable replacements being available.
- 4.2 There is no right of appeal against the decision of the Management Team.
- 4.3 Employees who are unsuccessful in their application may reapply after 6 months of notification of the outcome.
- 4.4 When it is necessary to fill a post on a temporary basis, approval must be sought via the relevant Chief Officer, from the Senior Management Team by completing Recruitment Requisition Form B.

5. REFERENCES

6. REVIEW

The Human Resources Manager will monitor and review this procedure and present any necessary changes; following consultation via the Local Joint Consultative Committee

7. PROCEDURE OWNER

Down District Council Director of Corporate Services

8. HELP

Advice and information on the Career Break scheme can be obtained from the Council's Human Resources Team.



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9. EFFECTIVE DATE OF OPERATION OF PROCEDURE

1 November 2011

10. POLICY

Down District Council Career Break Policy, 1 November 2011



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DOWN DISTRICT COUNCIL APPLICATION FOR CAREER BREAK

To be completed by the Employee and forwarded to Line Manager			
Name:		Grade:	
Job Title:		Date Appointed:	
Reason(s) for Request			
Duration of Career Break:			
Proposed effective date:			
Signature: _____		Date: _____	

To be completed by Line Manager (following consultation with Line Manager(s)/Head of Section) and forwarded to Human Resources	
Date Application received:	_____
Request supported?	Yes / No*
Reasons for supporting/not supporting* request (please attach additional sheet if required)	
Agreed duration and details of Career Break:	
Signature: _____	Date: _____
*delete as appropriate	



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To be completed by Director/Head of Department and forwarded to the Senior Management Team

Date request received: _____

Request supported?: Yes/ No*

Reasons for supporting/not supporting* request:

Conditions of approval (if applicable):

Signature: _____ Date: _____

Senior Management Team

Approved/ Not Approved by*: _____ Date: _____

Conditions of approval (if applicable):

For Human Resources Use Only

Received from Line Manager by:	_____	Date:	_____
Eligibility Checked by:	_____	Date:	_____
Sent to SMT by	_____	Date:	_____
Received from SMT by	_____	Date:	_____
Employee notified of outcome:	_____	Date:	_____
Payroll Notified	_____	Date:	_____
PAMs Updated	_____	Date:	_____

*delete as appropriate