

Career Break Policy

Date: May 2026

Review Date: May 2029



Policy Information	
Policy Title	Career Break Policy
Policy Number:	POL 063
Version	3.0
Policy Sponsor	Director of Business Support
Policy Owner	Head of Human Resources
Committee and date recommended for approval	Business Support Committee 28 May 2026
Date Approved by the Board	2 July 2026
Equality Screening Status	1. Screening 14 October 2017 2. Reviewed 18 May 2026
Rural Needs Impact Assessment Status	1. Screening 14 October 2017 2. Review 18 May 2026
Date Set For Review	May 2029
Related Policies	•Adoption Leave Policy •Code of Conduct for Staff Policy •Discipline Policy •Grievance Policy •Managing Attendance at Work Policy •Maternity Leave Policy •Discretions Policy on Pension •Pension Policy for Staff Who Are Members of the Local Government Pension Scheme (NI) •Recruitment and Selection Policy •Workplace Substance Abuse Policy.

Career Break Policy

1. INTRODUCTION

- 1.1 This policy sets out arrangements for special leave without pay for career break and applies to all employees of Libraries NI. It does not apply to agency workers or self-employed contractors.
- 1.2 The policy and accompanying procedures have been subject to consultation and agreement with the Joint Trade Unions of the Negotiating Committee for Libraries NI and will be reviewed with trade unions in three years.

2. PURPOSE

- 2.1 The purpose of the career break policy is to facilitate employees who wish to take a career break.
- 2.2 A career break may be allowed for a range of purposes including personal reasons, further education, domestic responsibilities, starting one's own business, maintaining a family/partner's business or a stay abroad.
- 2.3 A career break will not be allowed for the purposes of taking up alternative salaried or wage-earning employment in Northern Ireland within the meaning of Income Tax (Earnings and Pensions) Act 2003, PAYE (former Schedule E) for income tax assessment unless the prior written approval of Libraries NI has been obtained. Such approval will only be given in exceptional circumstances.

3. POLICY

- 3.1 Libraries NI will:
 - Inform employees and managers of the Libraries NI policy and procedures for career breaks.
 - Maintain information in a lawful manner and facilitate a consistent approach to ensure Libraries NI treat employees fairly and consistently in considering the application for career break.

4. AUTHORITY

4.1 Policy Sponsor

The Director of Business Support is the Policy Sponsor.

4.2 Policy Owner

The Head of Human Resources is the Policy Owner and is responsible for its regular review.

4.3 Policy Contact

Any member of staff who requires further information about the Career Break policy and procedures should contact the Human Resources Department.

5. RELATED DOCUMENTS

5.1 Policies

- Adoption Leave Policy
- Code of Conduct for Staff
- Discipline Policy
- Grievance Policy
- Discretions Policy on Pension
- Managing Attendance at Work Policy
- Maternity Leave Policy
- Pension Policy for Staff Who Are Members of the Local Government Pension Scheme (NI)
- Recruitment and Selection Policy
- Workplace Substance Abuse Policy.

5.2 Procedures

- Adoption Leave Procedures
- Code of Procedures on Recruitment and Selection
- Disciplinary Procedures
- Grievance Procedures
- Managing Attendance at Work Procedures
- Maternity Procedures
- Code of Procedures on Recruitment and Selection
- Workplace Substance Abuse Procedures.