

## Career Break Policy

Date: October 2017

Review Date: October 2020



<b>Policy Title</b>	Career Break Policy
<b>Policy Number:</b>	POL 063
<b>Version</b>	2.0
<b>Policy Sponsor</b>	HR Manager
<b>Policy Owner</b>	Director of Business Support
<b>Committee</b>	Business Support Committee
<b>Date Approved</b>	12 October 2017
<b>Date Screening Documentation Signed</b>	4 October 2017
<b>Date Set For Review</b>	12 October 2020
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Managing Attendance at Work Policy</li> <li>• Discretions Policy on Pension</li> <li>• Pension Policy for Staff Who Are Members of the Local Government Pension Scheme (NI)</li> </ul>

# **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 Trade Union Side of the Negotiating Committee for Libraries NI. The policy and procedures will be reviewed with Trade Union Side after 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 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 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 Human Resources Manager 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**

- Managing Attendance at Work Policy
- Discretions Policy on Pension
- Pension Policy for Staff Who Are Members of the Local Government
- Pension Scheme (NI)

#### 5.2 **Procedures**

- Managing Attendance at Work Procedures