



Employee Guidance – Career Break

Introduction

This guidance is based on the Scottish Negotiating Committee for Teachers.

Career Break

You are required to have at least 2 years' continuous service with any Scottish Council following full registration with the General Teaching Council.

The career break request should be for a minimum of 6 months and a maximum of 5 years.

Within a 20 year service period they can be granted a single 5 year career break or 3 shorter career breaks of which the cumulative total must not exceed 5 years. A minimum of 1 years' continuous service with any Scottish Council must be undertaken between career breaks.

You can apply for an extension or a reduction in the duration of your career break as long as you provide a minimum of 3 months' notice.

Prior to the commencement of the career break the manager and employee must discuss if and when contact can be maintained. You are obliged to provide the council with appropriate contact details.

If you have been granted a career break of 2 years or less you will be offered the right to return to your substantive post.

If you have been granted a career break of more than 2 years you will return to a post of the same grade but not necessarily the same school.

If you wish to resign your post following a career break you must provide contractual notice:

Unpromoted teacher – 4 working weeks' notice

Promoted teacher – 8 weeks' notice which includes 4 working weeks.

If you have made an application for a career break and that application has been rejected, you may appeal against this decision through a properly constituted appeals committee of the council.

What do I need to know?

A career break can be for a period of between 6 months and 5 years. If the career break is for less than 2 years then you would normally return to your substantive post and if for more than 2 years then you will return to the same grade of post but not necessarily the same school.



What do I need to do?

Complete the application form indicating how long you would like your career break for and discuss/submit to your line manager providing at least 3 months' notice.

Your line manager should forward your application to the HR Business Partner Team indicating whether they are supporting your request or not. This needs to be approved by the Head of Service/Joint Interim Director.

Keep in touch with your line manager throughout your career break.

You must check that you are still registered with the General Teaching Council (GTC) as you cannot return to work unless you are.

Remember to provide confirmation of return to work at least 3 months prior to the agreed return date.

How do I get further help with this?

Further guidance can be found in the following:

Career Break Policy

Forms

You can contact your HR Operations teams by emailing espeopleoperations@northlan.gov.uk