



## **Manager Guidance – Career Break**

### **1. Introduction**

This guidance is based on the Council's Special Leave Policy and the Career Break Guidance Note. Links can be found below to the policy and guidance note.

Employees must have 2 years continuous service with North Lanarkshire Council, at the start of the career break period.

Career Breaks will be unpaid leave of absence, and the period of career break will not be counted towards continuous service. Service prior to and following the career break period will however be linked, with these two periods being counted as continuous service for contractual purposes.

### **Applications**

Requests should be submitted to managers at least 6 months prior to the requested start date of the career break period.

Employees should specify the reasons for the request and the benefits to the employee and Council as a result of the career break.

Consideration will be given to career break requests of a minimum of one year and up to a maximum of two years. A maximum of two career breaks can be taken during the course of an employee's employment. However, employees must return to work from a career break for not less than two years prior to another request being made.

### **Reasons for Request**

Reasons for a career break request can include;

- Voluntary Work Overseas and in the UK
- Extended Family Break
- Education Break
- Other Career Break (where this is not covered above)

### **Approved Requests**

Once approved, a Career Break Agreement should be completed and signed by you and the employee.

### **Keeping in Touch Days**

Up to 10 contact days will be available as a way of keeping in touch. This can ensure employees are kept up-to-date with any changes in the workplace. These days should be taken during the career break period or at the end of the period.

## Return from Career Break

You should notify ESC, HR Operations Team timeously that the employee is returning from a Career Break to ensure the employee's pay is reinstated and calculated accurately.

### 2. Key steps in the process

Step	Task	Who does it
1	Submit Application for Career Break	Employee
2	Application submitted for approval to the relevant Head of Service / Nominated Officer	Manager HOS/Nominated Officer
3	Career Break Agreement completed & signed	Manager & Employee
4	Submit Career Break Application to Employee Service Centre (ESC) for processing	Manager
5	HR Operations Team process career break updating iTrent and confirming dates to employee and manager	ESC People Operations Team
6	Inform HR Operations Team employee is returning from career break	Manager
7	Update iTrent and confirm return from career break	ESC People Operations Team

### 3. What do I as a manager need to know?

Notifications for both commencement and return of maternity leave should be sent to the ESC as soon as possible to ensure the employee's pay is calculated accurately.

Ensure appropriate forms are completed and submitted to the Workforce, Systems and Analytics team to ensure a career break positions is available to transfer the employee into.

### 4. How do I get further help with this?

Further guidance can be found in the following:

Special Leave Policy  
Special Leave Policy Guidance Note  
Application Form & Agreement

You can contact our ESC People Operations Team:

[ESCPeopleOperations@northlan.gov.uk](mailto:ESCPeopleOperations@northlan.gov.uk)

