

## Manager Guidance – Career Break (Teachers)

### Introduction

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

### Career Break

An employee is 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.

Step	Task	Who does it
1	Complete the career break application form and submit to your line manager providing a minimum of 3 months' notice	Employee
2	Line manager to consider whether supporting the application or not and forward to the relevant Head of Service/Joint Interim Director for authorisation via the HR Business Partner Team	Manager/ HR Business Partner Team
3	HR Business Partner Team forward the authorised application form to the ESC to be processed	HR Business Partner Team
4	ESC to process the career break on iTrent	ESC People Operations
5	ESC to send written confirmation to the employee	ESC People Operations
6	Confirmation of return to work must be given 3 months prior to the agreed return date.	Employee

An employee can apply for an extension or a reduction in the duration of their career break as long as they 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. The employee is obliged to provide the council with appropriate contact details.

An employee who has been granted a career break of 2 years or less will be offered the right to return to their substantive post.

An employee who has been granted a career break of more than 2 years will return to a post of the same grade but not necessarily the same school.

Employees who wish to resign their post following a career break must provide contractual notice:

Unpromoted teacher – 4 working weeks' notice

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

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

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

Although you as a manager might be supporting the application for a career break, authorisation must be obtained from your Head of Service/Joint Interim Director via your HR Business Partner Team.

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

Further guidance can be found in the following:

Career Break Policy

Forms

You can contact our ESC People Operations Team:- [ESCPeopleOperations@northlan.gov.uk](mailto:ESCPeopleOperations@northlan.gov.uk)

