



Employee 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.

2. What do I need to know

You 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 your 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.

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 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)

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.

3. What do I need to do

You should submit your requests for a career break to your manager at least 6 months prior to the requested start date of your career break period.

You should specify the reasons for the request and the benefits to you and Council as a result of your career break.

Once approved, a Career Break Agreement should be completed and signed by you and your manager.



Return from Career Break

You should notify your manager as soon as possible that you are returning from a Career Break to ensure your pay is reinstated and calculated accurately.

4. What does my manager need to do?

Your manager should discuss your reasons for your career request and seek appropriate approval where this is supported.

Your manager should ensure that the Career Break Agreement is completed and signed by both you and your manager, and submit your approved Career Break Request to the Employee Service Centre (ESC) for processing.

5. What else do I need to consider/be aware of?

You should ensure you meet the criteria and submit your request for a career break to your manager at least 6 months prior to the requested start date of your career break period.

6. How do I get further help with this?

The following links provide further guidance and forms:

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

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