

HR & OD POLICIES

human resources and organisational development



Career Breaks Policy

Local Government, Craft and Chief Officials

1. POLICY STATEMENT

Aberdeenshire Council values all its employees and is committed to providing opportunities for employees to balance work and other aspects of their lives whilst enabling the Council to retain their experience, skills and knowledge.

This policy outlines the career break scheme offered to employees whereby an application can be made to take a period of extended unpaid leave from a minimum of 6 months up to a maximum of five years. The period of the career break cannot extend beyond the end date of any existing employment. The maximum career break an employee can take is 5 years.

In accordance with the Equality Policy the procedure outlined within this Policy will promote equal access to this scheme and compliance with employment legislation.

Any employee who considers that the procedure has been unfairly or incorrectly applied to them may appeal against the decision to their Head of Service.

2. SCOPE OF POLICY

This policy and procedure applies to all employees of the Council covered by the following National Schemes of Conditions of Service:

- SJC for Local Government Employees
- SJNC for Local Authorities' Service - Craft Operatives
- SJNC for Local Authorities' Service - Chief Officials

The policy and procedure for employees covered by the SNCT Scottish Negotiating Committee for Teachers is contained within Appendix 2.15 of the [SNCT Handbook](#).

3. PRINCIPLES

That Aberdeenshire Council will consider any request for a career break on a fair and equitable basis and that no employee will be treated less favourably as a result of requesting or taking a career break.

That no employee or employee group has an automatic right to a career break and that service provision cannot be compromised or detrimentally affected.

That only one application can be made by an employee in any 2 year period. Following a career break employee must return to work for a minimum of 2 years before they can apply for another career break.

If the career break is for more than 2 years in duration then the Council will endeavour to secure employment for the employee on the same substantive grade and one as close as possible to the same terms and conditions as the employee was subject to on the commencement of the career break. In the event that a suitable post cannot be found by the intended re-start date then the employee will be placed on the redeployment register for a period of three months. The period of time on the redeployment register will be unpaid. If no suitable post can be found during that three month period, the employee's contract will be terminated

Career Breaks

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Policy

Revision Date	Previous Revision Date	Summary of Changes
10-06-2010	-	Creation of all Documents
28-09-2012	10-06-2010	General Revision
16-06-2015	28-09-2012	Format Update
23-07-2018	16-06-2015	Amendment of timescale between Career Breaks and applications from 12 months to 2 years