



GOVANHILL
HOUSING ASSOCIATION

Career Break request Policy

Approved	May 2021
Review date	May 2024

1. INTRODUCTION

- 1.1 Govanhill Housing Association recognises that many people, at some stage in their working life, wish to take time off work for a number of reasons.
- 1.2 A sabbatical which may also be referred to as a career break, is when an employee is guaranteed re-employment with the organisation at the end of the break, provided that they have adhered to the terms and conditions of the agreement. The job the staff member returns to will be of equal status but there is no guarantee of returning to the same post.

2. ELIGIBILITY

- 2.1 To be eligible for a career break an employee must
 - Have completed at least 2 years continuous service
 - Have a satisfactory performance record in line with Govanhill Housing Association's policy
 - Have a satisfactory attendance record in line with Govanhill Housing Association's policy
 - Indicate a firm intention to return to work
 - Have no live disciplinary warning.
- 2.2 Each case will be considered on its own merits in light of personal circumstances and the businesses operational needs. The commencement and time allowed for each career break will be dictated by the needs of the business.

3. LENGTH OF CAREER BREAK

- 3.1 A career break is available for a minimum of 3 months to a maximum of 12 months.
- 3.2 An employee can take a maximum of 2 career breaks. If an employee wishes to apply for a second, they must have a further 2 years continuous service from the first break.

4. APPLICATION PROCEDURE

- 4.1 An application for a career break must be made to the senior officer at least 3 months before the requested start date. The employee should complete a Career Break Form which is attached to this policy.
- 4.2 Confirmation of acceptance or non-acceptance will be made in writing, to the staff member, within 30 days of the application.

5. EFFECTS ON TERMS & CONDITION OF EMPLOYMENT

- 5.1 During the leave of absence employees will have no entitlement to payment of salary, holiday or sick leave or any other mandatory benefits.
- 5.2 **Death Benefit Scheme** – If the employee is entitled to the Death Benefit Scheme as per their terms and conditions it shall continue to apply during the employee's period of leave of absence and shall be calculated by reference to their earnings immediately before such period of absence commenced.
- 5.3 **Pension Scheme** – Employer pension contributions will be suspended for the duration of the leave and the period will therefore not count towards the pensionable service.

- 5.4 Upon return from the employees leave they will be entitled to make good all contributions to the Association's Pension Scheme omitted during the leave of absence within a period agreed by the Scheme Trustees. The employer will not however invoke contributions for that period.
- 5.5 **Professional Membership Fees** - During the period of unpaid leave of absence, Govanhill Housing Association will not pay any professional subscriptions in respect of membership of professional bodies.
- 5.6 **Redundancy** - If redundancy should occur during a career break, the employee will be contacted, in writing, and the appropriate process will be used under Govanhill Housing Association's redundancy procedure.
- 5.7 **Increments** – Staff returning from a career break will not be entitled to an incremental increase unless they have been back at work for 6 months prior to 1st April. Staff, will however, be eligible to receive the Govanhill Housing Association's cost of living rise in place at the time of their return to work.
- 5.8 Failure to return to work will be treated as a resignation.
- 5.9 The period of the career break will not count towards calculating any statutory or contractual benefits.
- 5.10 If the organisation makes any changes to the employee's post/grade/salary or any other conditions during the career break, they will write to the employee informing them of any changes.

6. MAINTAINING CONTACT

- 6.1 Where possible regular contact should be maintained with the organisation throughout the break. The frequency and method of contact will be agreed between the employee and their line manager. A monthly information pack containing any circulars, newsletters and other relevant material will be sent to any employee on a career break by their line manager. Any relevant information will be sent to the employee's home address.

7. ALTERNATIVE EMPLOYMENT

- 7.1 The period of unpaid leave of absence is granted on the understanding that the employee will not take up any paid work during this period. If they should do so then they will automatically lose their right to return to work unless previous approval is granted by the senior officer and confirmed in writing.

8. POSTPONING THE DATE OF RETURN

8.1 By the Organisation:

If there are no suitable vacancies the organisation may postpone the date of return for up to 28 days. The employee will be informed of the revised date in writing. If the organisation postpones the date of return, the employee will not be paid any salary or other benefits during the postponement. However, the period of postponement will count towards the continuous service.

8.2 By the employee on Medical Grounds:

The date of return may be postponed by the employee on medical grounds only. The maximum period of postponement allowed is 28 days. If an employee is unable to return to work after this period the organisation may review the right to return to work. The employee will not be paid any salary or other benefits during the postponement but the period of delay will count towards continuous service.

9. RETURNING TO WORK

- 9.1 An employee must give 3 months notice in writing, to the senior manager of their intention to return to work. Failure to do that will be treated as a resignation.
- 9.2 If a member of staff fails to return to work after their sabbatical they will lose their right to return to work. Govanhill Housing Association will assume that the employee has resigned from their post which will be effective from the end of their sabbatical.
- 9.3 When the employee returns to work their line manager will conduct a re-entry meeting and cover areas such as changes within Govanhill Housing Association, salary and holiday entitlement.
- 9.4 Govanhill Housing Association reserves the right to alter or withdraw the scheme at any time.

APPLICATION FOR A CAREER BREAK FORM

APPLICATION FOR A CAREER BREAK

FULL NAME:

START DATE:

PRESENT POSITION & DEPARTMENT

I would like to request a Career Break beginning on/...../..... and would like the break to last for months.

I am requesting a career break for the following reason:

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What are the potential benefits of this career break for the staff member/organisation?

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I have read the organisation’s Career break Policy and understand and accept the terms and conditions of **Govanhill Housing Association’s** sabbatical scheme.

Signed: **Date:**/...../.....

