

Procedure



CAREER BREAK



South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE

CAREER BREAK

PROCEDURE

1. Any employee wishing to apply for a career break should complete the Application for Career Break Form (Appendix A), and forward to their line manager at least three months before the proposed start date of the career break.
2. The Head of Human Resources will consider applications made at shorter notice in cases of genuine emergency.
3. The final decision on whether a career break should be granted will be taken by the Head of Human Resources or by a member of Corporate Management Board.
4. In making the decision, the needs of the organisation will be considered. Where operational demands and constraints result in a refusal of an application, consideration will be given to granting either:
 - a. a shorter break *or*
 - b. a break starting at a later date *or*
 - c. a combination of the two
5. Applications must indicate on the Application for Career Break Form (Appendix A) that during the period of the career break, provision has been made with regard to pension contributions.
6. Individuals should arrange an interview with their line manager and agree arrangements for keeping in touch and communicating necessary SYFR updates.

CHECKLIST FOR MANAGERS

7. It may be appropriate for an employee's attendance, performance or disciplinary record to be considered before a decision on an application is made. Please contact the Human Resources function for further advice.
8. The possibility of covering the absent employees workload will be a factor in deciding whether to approve a career break or not. Line Managers will need to decide how many staff can reasonably take a career break at any one time, whilst still maintaining an effective, high quality service.

If you require any further guidance on this Procedure please contact the Human Resources Function.

CAREER BREAK

APPLICATION FOR CAREER BREAK

Appendix A

Name

Post title

Grade

Personal Number

Proposed dates of Career Break

From: To:

Purpose of Career Break:

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(continue on additional sheets if necessary)

Declaration

I have read the Career Break Policy and Procedure and understand the implications on my employment (including pensions) of taking this Career Break.

I agree to inform the Head of Human Resources, in writing immediately of any change in circumstances which may affect the status of my career break (e.g. pregnancy, domestic, employment status).

I agree to abide by the terms of the Career Break Policy.

Signed: **Date:**

The Career Break has been Approved/Not Approved.

Reasons

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Signed: Date: