



Career Break Policy

Introduction

1. A career break is a voluntary, unpaid break from service which usually applies for a fixed period of time of between 6-12 months.
2. The purpose of the policy is to encourage staff to sustain a long-term career with the City of London Corporation (The City), to retain skills within the organisation and promotes The City's commitment to work-life balance.

General Principles

3. Career breaks are typically used to support flexible working options or to pursue either a course of full-time study, unpaid charity work or an extended period of travel. Although, Chief Officers may consider other reasons.
4. Staff can have only one career break during their service with The City. Other options such as [Parental Leave](#) and [Special Leave](#) may also be explored.
5. Eligibility is dependent upon 5 years continuous service with The City, and evidence of a satisfactory performance, disciplinary and attendance record.
6. Requests must be made in writing ([Appendix 1](#)) to the line manager at least 3 months before the career break is to begin (Chief Officers can vary timescales in exceptional circumstances).
7. The contract of employment continues during a career break, subject to amended terms & conditions ([Appendix 2](#)). The amended terms and conditions must be discussed with the line manager and agreed before submitting a request.
8. Requests for career breaks will be considered and granted in accordance with operational and organisational need. Requests may be accepted in whole or in part or declined if there is a detriment effect/impact on service delivery, customer satisfaction or the workload of colleagues (this is not an exhaustive list).



Section B5e

9. Requests will be considered by the Chief Officer within 4 weeks of receipt, and the outcome set out in writing. The decision is final with no right of appeal.
10. Staff will not be allowed to undertake paid work whilst on a career break, without the express written consent of the line manager.
11. If organisational change occurs whilst staff are on a career break, the line manager will inform and consult them on how the change will impact on their job.
12. No guarantee can be given that staff will return to the same post or work location, following a career break. However, the City will attempt to find a suitable alternative.
13. Staff must confirm their return to work arrangements, in writing, no later than 3 months in advance (including when they wish to return earlier than previously arranged).
14. Staff who do not return as agreed are liable to disciplinary proceedings which may lead to summary dismissal.

Responsibilities

15. Departments must manage the financial and non-financial impacts of accepting career breaks.
16. Where requests are granted departmental HR will inform Payroll and the Pension Office, and place a record on the individual's personal record.
17. Staff and line managers have a joint responsibility for staying in touch during the career break, and making arrangements for an effective re-integration into the organisation upon return.

Monitoring

18. The implementation of this policy will be monitored by departmental HR teams in line with the City's commitment to [equal opportunities](#).