



Career Break Policy

The University is committed to providing policies and arrangements which promote and support work-life balance for its employees. The University recognises that some employees may wish to take an extended break from work for personal reasons during the course of their employment. The Career Break Scheme, as set out in this policy, provides a facility for staff to request an unpaid extended period away from their work to fulfil these personal obligations and requirements.

Purpose of policy

This policy and the accompanying guidance sets out the University's approach to career breaks and the basis on which they may be taken.

Who does this apply to?

This policy applies to all eligible staff across the University, including academic and professional services staff. Details on the eligibility of staff to make an application for a career break are set out in the accompanying guidance.

The Career Break Policy is not a contractual commitment or entitlement and the Policy can be withdrawn or amended at any time.

Principles

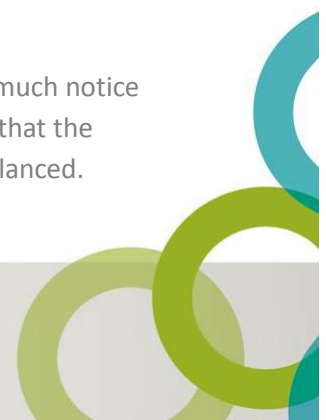
The Career Break Policy has been developed to support the following key principles. The University aims through this policy to:

- Attract high calibre individuals by demonstrating its commitment to the long term career development and work-life balance of its employees;
- Retain staff expertise and experience where an individual's personal circumstances might otherwise lead them to leave;
- Provide a supportive response to employees wishing to take time away from work;
- Support the University's commitment to equality and diversity and inclusivity.

Responsibilities

Line managers are responsible for considering any request made under the Career Break Policy fairly and in line with the accompanying guidance.

Staff who wish to make an application for a career break should give their manager as much notice as possible and work with their manager to discuss the implications of their request so that the individual's and the University's interests are properly considered and appropriately balanced.





HR Services is responsible for the supporting line managers and staff by providing guidance and ensuring the policy and guidance is applied fairly and consistently across the University.

Further guidance and advice

Further guidance for managers and staff can be found on the HR Career Break web pages

Speak to your [HR Business Partner or Advisor](#) for specific advice and guidance.

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