



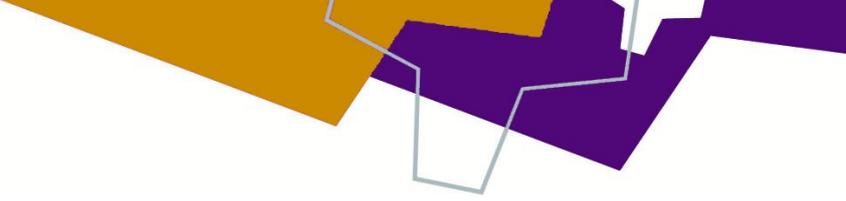
The Scottish Parliament
Pàrlamaid na h-Alba

Career Break Guidance for Managers and Staff

Stiùireadh mu Bhrisidean Cùrsa
-obrach airson Manaidsearan
agus Luchd-obrach

17 August 2018





As an employer, is the SPCB legally obliged to consider and grant a request for a Career Break?

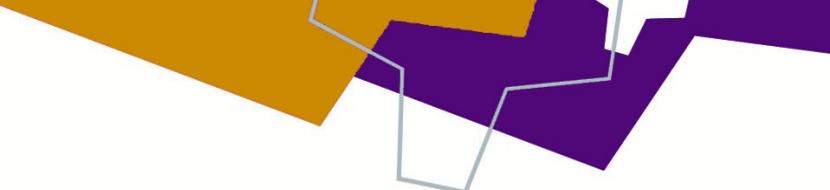
No, there are currently no legal requirements in relation to Career Breaks. As a good employer, however, the SPCB is committed to fostering a culture in which staff feel supported in balancing their professional responsibilities with their personal commitments and interests. Subject to business requirements, the SPCB will consider a request for a Career Break as a means of assisting staff to achieve this balance and as an alternative to losing a valued member of staff on a permanent basis. The SPCB does reserve the right to refuse such a request.

As a Head of Group/Office, what factors should I take into account in considering a request for a Career Break?

Factors which you should take into account include, but are not exclusive to:

- The purpose of the Career Break;
- The member of staff's personal circumstances;
- The potential benefits to the member of staff and the organisation;
- Any previous period(s) of time the member of staff has had as a Career Break;
- The member of staff's levels of attendance, conduct and performance.
- Business needs, including any planned changes;
- The member of staff's current and planned work objectives and the need for particular skills, knowledge and experience to meet these; and
- How the responsibilities of the post may be temporarily covered.

Each case should be considered on its own merits. If required, your HR Adviser can provide you with professional advice and guidance, tailored to individual circumstances.



If my request for a Career Break cannot be supported, are there other options available to assist me in achieving an appropriate work-life balance?

Your Head of Group/Office will discuss with you whether other options set out in the Work-Life Balance Policy could be put in place to help you in meeting your caring responsibilities or achieving other personal goals. These might include part-time working, compressed hours or Special Leave. Any such options will be considered in the context of your personal circumstances and operational needs.

I previously applied for and have received an advance of salary which I am still repaying. What arrangements should I make in relation to outstanding repayments prior to commencing my Career Break?

In such circumstances you are required to repay the full amount outstanding prior to the commencement of your Career Break. When your Career Break is authorised, you should contact the HR Enquiry Service as early as possible to agree appropriate adjustments to your existing repayment terms. If you do not make such an agreement, the SPCB reserves the right to deduct any sum outstanding from your final salary prior to the commencement of your Career Break.

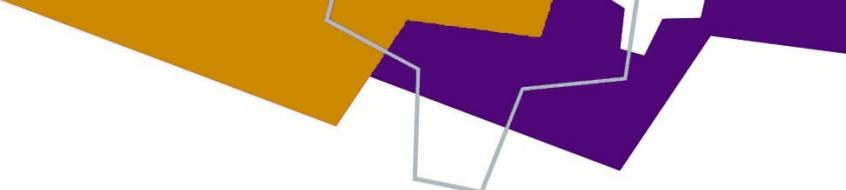
What arrangements should I make in relation to any SPCB equipment I have in my possession?

You should arrange to return your security pass to your Head of Group/Office in advance of your Career Break commencing. You should also be aware that prior to your return to work, you will require to be re-vetted for security clearance if you have been on a Career Break for more than 12 months or if you have lived abroad for over 6 months during a Career Break of less than 12 months.

If you have been provided with a mobile phone, other device or laptop, you must return these to the IT Helpdesk prior to commencing your Career Break. Such equipment is provided to facilitate and enable Parliamentary business and is not to be used for any other purpose. If you require use of such equipment on your return to work, you should submit a BIT Work Request.

If you are in possession of a government procurement card, this should be returned to the Procurement Office. Similarly, if you are in possession of a corporate credit card, this must be returned to the Finance Office.

Similarly, any resources which you have borrowed from the Learning Centre should be returned to the HR Enquiry Service.



What happens to my email account and my remote access connection whilst I am on a Career Break?

BIT will engage with you and your Head of Group/Office to consider and agree the specific arrangements which will apply in your case as various options are available. You may continue to get remote access and receive e-mail if desired, for example, to assist you in keeping in touch with business developments. If you do not intend to do this, BIT will agree an appropriate option with you for managing your IT account in your absence which amongst other options may include:

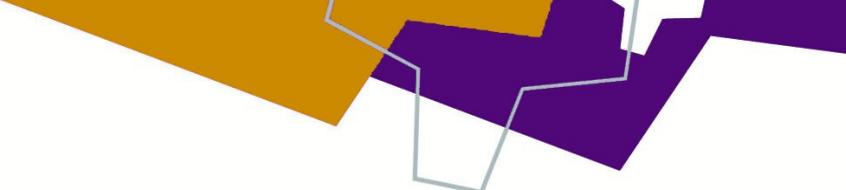
- Temporarily disabling your account; or
- Barring the account from receiving emails for the duration of your Career Break.

I am on a Career Break and I am pregnant/have been matched with a child for adoption. What is the position?

Providing that you comply with the notification procedures set out in the Maternity Policy or Adoption Policy as applicable, your Career Break will normally be suspended and Maternity or Adoption Leave will commence. You may continue your Career Break when your Maternity or Adoption Leave period ends.

Am I eligible to apply for internal vacancies during my Career Break?

Yes. You can keep abreast of internal job opportunities through the weekly Corporate Bulletin which will be sent to you by the Human Resources Office. If you are successful in an application for an internal vacancy, you will be required to take up the new post at the time it is offered and your Career Break will be terminated.



As a manager, I would like to know what level of discretion I have in granting a longer period of Career Break to a member of staff who wishes their break to commence immediately following a period of Maternity, Adoption or Additional Paternity Leave?

You should take full account of individual circumstances and seek advice as appropriate from your HR Adviser. A Career Break of up to 18 months duration would be considered reasonable in such circumstances

Career Break Guidance for Managers and Staff (English only)

For further information contact:

HumanResources@parliament.scot

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