

SALISBURY CITY COUNCIL

Subject : Career Break Policy
Committee : Personnel Committee
Date : 28 March 2022
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1. Report Summary:

1.1. This report introduces a draft policy concerning career break scheme for Salisbury City Council (SCC) staff.

2. Background:

- 2.1. Some staff may wish to consider a career break rather than leave SCC to pursue their interest over a longer period than annual leave will allow. For example, a protracted holiday to a relative living overseas, a period of study or travel.
- 2.2. The policy is aimed to give guidance on how such requests would be made and what should be considered. The aim of this policy is to ensure a clear and fair process for all such requests.
- 2.3. The policy is aimed to be an employee retention tool rather than it being a legal requirement to consider career breaks, as employers do not need to do this.

3. Implementation:

- 3.1. If the policy is approved then this will be discussed with staff in the next SCC staff meeting to ensure all staff are aware of this policy and its implications.
- 3.2. Application of policy and impact will be reviewed following requests.

4. Recommendation:

It is recommend that

- 4.1. The Personnel Committee approve the policy to enable career breaks to be considered and the process to be managed.

5. Wards Affected: All

6. Background papers: Doc 83959 – Draft Career Break Policy

7. Implications:

- 7.1. **Financial:** Recruitment costs for temporary replacement (if required)
- 7.2. **Legal:** None
- 7.3. **Personnel:** This policy aims for employee retention
- 7.4. **Environmental Impact:** None
- 7.5. **Equalities Impact Statement:** Policy would apply equally to all staff. Gender neutral language has been used. Criteria for approval relies on impact to Council rather than judgement of reason for request.