

**Private & Confidential**

**DATE**

**NAME**

**ADDRESS**

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Dear NAME

**Re: Confirmation of Career Break arrangements**

Further to your formal request for a career break and our subsequent discussions, I am writing to inform you that your request has been approved. Below will clarify our agreement and the terms of the career break.

The career break will be for a period of (insert length of time), commencing on (insert date) to (insert date) and you hope to return to work on (insert date).

Your career break will not be regarded as a break in service for statutory continuous employment purposes; however your reckonable service will be affected in relation to the following;

* Your annual leave entitlements will not accrue during the career break period.
* The period of your career break will not count towards your future sick pay entitlement when you return to work.
* Redundancy – the length of the career break does not count towards contractual redundancy payments entitlement.

Your pay;

* Your leave will be treated as unpaid leave.
* If you pay into the pension you can arrange to freeze your pension for the duration of your leave, or choose to remain pensionable for up to a period of 18 months. This needs to be arranged prior to your career break starting. It is your responsibility to contact the Pensions Department on 0121 371 7498 for further information and arrangements to be made.
* You will return to work at the equivalent salary level, reflecting increases awarded during your break.
* In regards to your pay-step, you will return at the same pay step you were on prior to your career break starting, and your pay step will be reviewed at your next pay step date.

Returning to work;

* If you return to work within one year from the start date of your career break you will be able to return to your existing role as far as is practicable.
* If your career break is longer than one year, we shall try to obtain a role as similar a job as possible.
* Prior to your return to work, you must provide the Trust with a minimum of 2 months’ notice in writing to your line manager of your plan to return to work, if your career break has been less than 12 months.
* If your career break is more than one year a notice of 6 months of your return to the Trust is required.

Extension/Reduction of career break;

If you wish to extend the length of your career break, this must be completed in writing to your manager no less than 3 months prior to your arranged return to work date. All extensions shall be reviewed however there is no guarantee this will be approved.

If you wish to reduce the length of your career break, this must be completed in writing to your manager no less than 3 months prior to your proposed return date where possible. There is no guarantee this request shall be approved.

Agreement between you and the Trust;

* During the period of your career break, you will be expected to keep in touch with your line manager, whenever practicable. It is your responsibility to liaise with your manager to agree the communication method and frequency during your break.
* You are obliged to inform the Trust of any changes to your address or personal details.
* Paid work during your employment break will not normally be allowed with another employer, except where, for example, work overseas or charitable work could broaden your experience. In such instances written authority from the Trust will need to be requested from you.
* It is your responsibility to keep up to date with your relevant professional registration needs, including attendance at specified training courses and conferences ***(delete if not required)***

Resignation from your role;

Should you decide not to return to the Trust following your career break, you must provide in writing to your line manager your intention to resign giving your contractual notice period.

The Trust reserves the right to terminate your career break if you; fail to return to work on the agreed date, fail to comply with the terms and conditions of the career break, or are arrested, charged or convicted in connection with a criminal offence.

If you have any queries about the details in this letter please do not hesitate to contact me. If you are happy with the terms set out in this letter please sign and return a copy to me confirming your agreement.

Finally I would like to wish you all the best during your career break and look forward to your return to the Trust.

Yours sincerely

NAME

**JOB TITLE**

enc Pensions Factsheet

cc Personal File

HR – First Contact Team