

**Effect on terms and conditions of service**  
**&**  
**Career Break Agreement**

All employees applying for a career break should be aware of the following:

- During the career break, individuals will continue to be regarded as being employed by the Department as they are not required to resign and will still have a contract of employment with the City of London. They will therefore remain subject to the Code of Conduct and the Performance Management procedure e.g. any changes in personal circumstances, involvement in criminal proceedings etc should be reported to line management.
- Staff will retain their contractual redundancy rights and unfair dismissal rights.
- During the career break, membership of the Local Government Pension Scheme will be continuous if you make your own contributions into the pension scheme on your return to work. The amount of your contributions will be the same as the amount you would have paid had you remained in work. You are required to pay contributions for the first 30 days of any unpaid break and this will be taken automatically upon your return. The City of London's pension's team will then contact you and give you the choice of paying contributions for the balance of the unpaid break. Please note, however, that the option to pay contributions is limited to the first 36 months of any break,
- No National insurance contributions will be made during the period of the career break. These may be paid retrospectively provided you remain in the City of London's employment for a minimum period of three months after your return to work. However, you will need to liaise with the Inland Revenue in order to do this.
- An employee will not be entitled to sick pay whilst on a career break and will not accrue sick pay entitlements.
- Whilst employment is not broken by the career break the period of time spent on career break will not count as service for the purpose of calculating any service related benefits ( for example, if an employee works for five years, takes a one year career break and resumes working for another five years they will accrue ten years' continuous City of London service)
- When an application has been approved, the annual leave entitlement for the remainder of the year will be calculated and awarded on a pro rata basis. The same procedure will be used when an individual returns from the career break. The period of the career break will not be taken into consideration when calculating an individual's annual leave entitlement.
- No allowances, other than statutory maternity pay will be paid for the duration of the career break.

- Employees are prohibited from undertaking alternative work during the career break except in defined circumstances where written authorisation from the line manager has been obtained by the employee prior to taking up any alternative work. Staff should note that certain types of employment will not be deemed suitable e.g. agency work in the same post. It is potentially a serious disciplinary matter to undertake paid work without prior approval.
- An employee will not jeopardise continuity of employment if they work part time elsewhere, as long as this is with the agreement of their line manager.
- An employee will also not jeopardise continuity of employment, if having previously worked full time, they indicate that they wish to return part time and take up a part time post on their return to the City of London Corporation.
- Staff on career breaks will be required to return their identity badge, keys, swipe cards and City equipment (e.g. blackberry, mobile 'phone) etc, before starting a career break.
- Any outstanding loans should be repaid in full before the commencement of a career break.

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**I hereby agree to the terms of the Career Break scheme, and the affect on my terms and conditions throughout the period of the career break (as set out above).**

Name: \_\_\_\_\_

Length of Career Break: \_\_\_\_\_ Start date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorisation:

Chief Officer signature:

Date: