

Purpose

Fife Council is committed to reducing inequality and widening opportunity through both the Corporate Aims and Values and the Equality of Opportunity Policy. In working towards achieving the aims identified in these we are developing supportive employment policies to help ensure the promotion of equality of opportunity and the elimination of discrimination in employment.

The Council realises that our employees' circumstances may change, for a variety of reasons, and they may need or wish to take time out of work to cater for these changes. It is also recognised that employees who decide to leave the Council's employment may experience difficulties in re-entering employment. To assist employees to return to work after such a break the Career Break Policy has been introduced.

The policy will enable employees to take a break, of between one and five years, in their working lives for the following reasons:

- caring for children or other dependants
- undertaking a relevant course of study or other skills development activity
- voluntary work or some other personal development activity
- other reasons at the discretion of the Head of Service and the Head of Human Resources

Aims

The Career Break Policy will be of benefit to both the Council and employees. These benefits are reflected in the principal aims set out below:

- to assist employees to re-enter employment with the Council at a level commensurate with that which they enjoyed prior to a break from work
- to improve the Council's ability to recruit and retain trained and experienced employees
- to increase the Council's return on the resources invested in recruiting and training employees

Ultimately these aims will improve our ability to promote equal opportunities within the Council.

Scope

The policy applies to all employees.

*Produced by Fife Council Human Resources Service: 05 February 1998
Updated: May 2019
Last Reviewed: May 2019
Issue Number 1.2*