



Career Break Policy and Procedure

Policy No. 18

| Career Break Policy | |
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| Authored by (Responsible Officer): | Head of HR |
| ELT Approved: | 9th December 2024 |
| FBU Consultation: | 10th December 2024 – 7th January 2025 |
| Unison Consultation: | 10th December 2024 – 7th January 2025 |
| Executive Committee Approved: | 24th January 2025 |
| CFA Approved: | N/A |
| Policy Register Review Date: | December 2027 |
| Implementing Officer: | Head of HR |

1. Policy

1.1 Policy Statement

- 1.1.1 Cleveland Fire Authority is committed to maintaining an efficient and effective workforce and recognises the valuable contribution of all employees in achieving its objectives. The Authority seeks to retain and develop employees and recognises the importance of supporting individuals in a professional and personal context.
- 1.1.2 The Authority seeks to assist staff in achieving an appropriate work-life balance, and acknowledges the benefits of employee motivation, performance and productivity, and the reduction of stress.
- 1.1.3 The Authority recognises that employees have personal responsibilities and aspirations and that, during the course of their employment, they may wish, or need, to take a period of unpaid leave. Therefore, it endeavours to support its employees by accommodating a period of unpaid leave, provided through a career break, particularly in circumstances when it is an alternative to an employee resignation brought about by commitments that impinge on their ability to attend work for a period of time.
- 1.1.4 A career break is an extended period of unpaid absence from work, after which an employee will return to a job/role at the same substantive grade and in similar work as at the start of the break. However, this may not be at the same location or shift.
- 1.1.5 Whilst there is no statutory entitlement that allows employees to take a career break the Authority is committed to accommodating such arrangements in circumstances when it is operationally feasible to do so, and when it is beneficial to the employee and the Authority to allow a period of time away from work.
- 1.1.6 In accordance with eligibility to work in the UK, namely stipulations set out by the UK Visa and Immigration (UKVI) agency; it may not be feasible to accommodate career breaks for individuals who do not have a permanent right to work in the UK.

1.2 Policy Aim

- 1.2.1 The aim of this policy and its associated procedure is to ensure that the Authority has a consistent, transparent and legal framework to manage requests for career breaks and, by doing so, to enable staff to manage their personal and professional responsibilities in a way that is mutually beneficial for the Authority and its employees.
- 1.2.2 In order to support the achievement of it aims the Authority will:
 - ensure equality of opportunity for all employees
 - support the retention and motivation of existing staff
 - reduce stress, sickness absence and other unplanned leave
 - manage all requests for career breaks in accordance with the procedure set out within this document
 - provide appropriate training, development and support to those involved in the application of this policy and procedure

- collate and report management information to the Brigade's Executive Leadership Team relating to requests for career breaks and any subsequent arrangements

1.3 Scope

1.3.1 This policy and its procedure apply to all employees who are directly employed by Cleveland Fire Brigade.

1.3.2 This policy and its associated procedure are one of several policies and procedures relating to ways of working within Cleveland Fire Brigade, as detailed below.

- Sickness Absence Management Policy No P2.1 & Sickness Absence Management Procedure No P2.1.1
- Family Friendly Policy No P35
- Flexible Working Policy and Procedure No 10

There is a separate policy and procedure for each of the above working arrangements and this policy relates specifically to the arrangements for extended periods of unpaid leave.

1.3.3 Examples of reasons for a career break

A request for a career break does not relate to the variation of an employee's duties and/or responsibilities; it is a request for a period of extended unpaid leave for reasons such as:

- to care for a child/children or other dependent(s).
- to undertake personal study, training or development (which is relevant to the employee's work at the Authority).
- any other purpose agreed with the Authority e.g., overseas travel or voluntary work.

The terms of this policy do not apply to maternity or adoption leave, shared parental leave, paternity leave, compassionate leave, emergency leave for care of dependants or flexible working for which separate policies are available.

1.4 Policy Category

1.4.1 This policy is categorised as '**Corporate Authority**' within the Key Document Framework.

2. Organising

2.1 **Cleveland Fire Authority** is responsible for:

- approving the Authority's Career Break Policy and Procedure

2.2 **Chief Fire Officer** is responsible for:

- reviewing, agreeing and monitoring career break arrangements for employees within Cleveland Fire Brigade in line with the Authority's Scheme of Delegation

2.3 **Assistant Chief Fire Officer Strategic Planning and Resources** is responsible for:

- overseeing all aspects of this policy and procedure

- 2.4 **Senior Head of People** is responsible for:
- monitoring arrangements within their functional areas in relation to career breaks
 - managing and hearing appeals regarding any decision for a career break for staff in their functional areas
- 2.5 **Head of Human Resources** is responsible for:
- implementing this policy and procedure
 - providing training and development to those involved in the application of this policy and procedure
 - ensuring that the policy and procedure meets and continues to meet the requirements of employment legislation
 - advising managers and staff on all career break and employment law issues
 - effectively communicating this policy and procedure to all staff
 - managing, administering and coordinating all applications for career breaks
 - maintaining management information relating to applications for career breaks and producing relevant reports to the Executive Leadership Team
- 2.6 **Heads of Department/ Line Managers** are responsible for:
- ensuring the fair and consistent application of this policy and procedure
 - ensuring appropriate meetings with the employee to discuss the flexible working application
 - informing HR of employee's intentions to request flexible working
 - approving any established patterns of flexible working requests after consultation with the Head of HR
 - undertaking training in the application and management of flexible working
 - supporting all staff who are affected by this policy and procedure
- 2.7 **Individuals** are responsible for:
- adhering to the requirements of this policy and procedure
 - keeping managers informed of their intentions at the earliest opportunity and providing the relevant information and documentation
- 2.8 **Trade Unions and Representative Bodies** are responsible for:
- supporting the implementation of, and adherence to, this policy and procedure

3. Planning and Implementing

- 3.1 This policy is underpinned and implemented through the Authority's Career Break Procedure Appendix 1.
- 3.2 All new staff will be made aware of this policy and procedure during their induction and all documents will be available on the Brigade's intranet.
- 3.3 Existing staff will be informed of this policy and procedure as per the accepted Policy Framework Procedure.

- 3.4 Where necessary, training for those managers involved in the execution of the procedure will be provided by the Head of Human Resources.

4. Resource Implications

- 4.1 There is a cost-neutral financial resource implication currently associated with this policy in terms of the employment of a temporary replacement to cover periods of unpaid leave, and resources relate exclusively to any recruitment costs. This will vary according to the position and level of the post being vacated.
- 4.2 There are people resources required to coordinate the procedure, recruitment, document administration, liaison with individuals and training and communication. Most of this work is regarded as core work of the Human Resources Department.

5. Equality Impact Assessment

- 5.1 This policy has been assessed in accordance with the Brigade's Equality Impact Assessment Procedure.
- 5.2 The findings of the Equality Impact Assessment conclude that the Career Break Policy and Procedure does not have a detrimental impact on any group of staff, including those with one or more protected characteristics. Conversely, the revised Career Break Policy and Procedure is considered to provide additional benefits to staff, in the way of extended periods of unpaid leave to accommodate personal responsibilities and will therefore have a favourable impact in the context of protected characteristics and any other factors.

6. Monitoring

- 6.1 The Head of HR will monitor activities under this policy and procedure.

7. Audit

- 7.1 This policy will be audited in accordance with the procedure detailed within the Authority's Policy Framework.

8. Review

- 8.1 The ACFO SPR will undertake a review of this policy in 2027 to ensure it is taking account of any new or emerging political, social, technological, legislative, environmental, competitive, citizen or reputational factors.

Procedure

1. Introduction

- 1.1 This is the procedure that underpins and implements Cleveland Fire Authority's Career Break Policy.

2. Employment Law and Best Practice

- 2.1 Consideration will be given to all aspects of employment law to ensure that the Authority is compliant throughout any element of the application of this policy and procedure.
- 2.2 **Employment Rights Act 1996 (section 80F – 80I) and Employment Act 2002**
The above regulations relate to the general principles afforded to individuals with employed status in an organisation.
- 2.3 **Data Protection Act 1998**
The Authority's records relating to career breaks will be kept confidential and in accordance with the Data Protection Act 1998. Any documentation related to a request for a career break will be placed on the individual's personal record file and retained for the duration of their employment.
- 2.4 **Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (PTW)**
The PTW state that employers cannot treat part-time workers less favourably than their full-time equivalents and cannot subject them to any disadvantage (or detriment) because of their part-time status, unless objectively justified.
- 2.5 **The Equality Act 2010**
The Equality Act 2010 legally protects people from discrimination in the workplace. It is unlawful to discriminate against people because of any or all of the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, sex and sexual orientation).
- 2.6 The Authority will ensure that direct or indirect discrimination does not occur when applying the procedure for requests for career breaks. Direct discrimination is treating someone with a protected characteristic less favourably than others, whilst indirect discrimination involves the application of rules and/or arrangements in place that apply to everyone but may put someone with a protected characteristic at an unfair advantage.
- 2.7 There may be occasions when there is a Genuine Occupational Qualification (GOQ) i.e., a genuine requirement for a condition to be met that applies to a specific section of the workforce related to a job role, which may impact on career breaks.

2.8 Under the Disability provisions of the Equality Act the Authority may have to make reasonable adjustments to accommodate an employee who has a disability. HR and Occupational Health, in partnership with departments, will work with managers and individuals to ensure that this happens. Reasonable adjustments will be made outside of the scope of career breaks.

2.9 **Public Sector Equality Duty**

The Authority is obliged under the Public Sector Equality Duty to provide and publish relevant equality information which will make public bodies transparent about decision-making processes, and accountable to its service users. The HR Team will monitor all career break requests and arrangements to ensure the Authority meets its duty.

3. **Eligibility for a Career Break**

3.1 As highlighted in the Career Break Policy, there are several reasons as to why an employee may wish/need to take an extended period of unpaid leave. Regardless of the reason, an employee must satisfy the following criteria for the request to be considered.

- An employee must have completed a minimum of two year's continuous service, including successful completion of the Trainee Phase 2 or probation period.
- An employee must have a permanent contract, or a fixed-term contract for a period that surpasses the duration of the career break.
- An employee must satisfy the requirements of the UKVI agency when employed under a visa arrangement

3.2 A career break is unlikely to be accommodated for employees with a formal disciplinary sanction regarding conduct, performance or attendance.

3.3 A career break will not be granted for the purpose of the employee taking up other paid employment as the individual will remain an employee of the Brigade for the period of the break.

3.4 Employees may be eligible for more than one career break provided that the service between career breaks is not less than two years.

3.5 **Terms of the Career Break**

3.5.1 The duration of the career break will be agreed in advance by the Brigade in consultation with the employee requesting the career break and will depend principally on operational considerations and the purpose of the career break.

3.5.2 The period of the break will be for a maximum of two years. Once agreed the length of period will not normally be varied (unless in exceptional circumstances and agreed by both parties in writing).

- 3.5.3 In situations where a temporary appointment is made to cover the post, the temporary employee's contract of employment will clearly state that the employment terminates on the return of the substantive post holder.
- 3.5.4 Although all terms and conditions of employment will be deferred during the break, continuity of service will not be broken. However, for the purposes of calculating length of service the period of the break will be discounted for all other purposes (e.g., long service and good conduct awards, long service annual leave entitlement, redundancy).
- 3.5.5 Employees will not accrue entitlement to annual leave or be paid for statutory holidays during the career break.
- 3.5.6 All outstanding annual leave and accrued time in lieu/flexi should be taken prior to the commencement of the career break (pro rata). No payment will be made in lieu of outstanding leave or accrued time.
- 3.5.7 It is recommended that employees discuss the pension implications carefully with the HR Department before they commit to a career break.
- 3.5.8 During the career break the employee will be responsible for paying their own voluntary national insurance contributions. Further information can be obtained from the National Insurance Enquiry Line (0845 3021479).

3.6 Arrangements during a Career Break

- 3.6.1 Staff undertaking a career break will be subject to disciplinary rules and regulations. Employees also remain under an obligation to inform the Brigade of any criminal charges brought against them whilst on a career break. Disciplinary action may be taken, where appropriate, in line with the Disciplinary Policy and Procedure. Failure by the employee to comply with the conditions of the Career Break Policy and Procedure may result in disciplinary action being taken against them.
- 3.6.2 During the career break employees may wish to maintain contact with their manager in order to keep up to date with changes and developments which may occur. This could include voluntarily attending the place of work on mutually agreed dates and times or maybe as minimal as telephone contact if they wish. Employees will not receive payment for attending work for the purpose of keeping in touch.
- 3.6.3 Employees may request that they continue to receive appropriate documents and publications to be informed of any changes to organisational policies. It will be the responsibility of the Head of Department to ensure this takes place.
- 3.6.4 It is the responsibility of the employee to inform HR of any changes to personal circumstances/details e.g., address/contact details during the career break.
- 3.6.5 All items of uniform will be retained by the individual for the duration of their career break. The Brigade Identity Card must be returned to the HR Department for placement in the employee's personal record file. In addition, any mobile telephones, pagers, station keys and I.T. equipment must be returned to the relevant Head of

Department prior to the commencement of the career break. Any employee with a Service lease car should contact Technical Services for further information.

3.7 Related Absence

- 3.7.1 Employees will not be entitled to have any of the period of the career break regarded as sick leave, even if they submit a medical certificate. No sickness payments will be made. It is imperative, therefore, that applicants who receive approval for a career break should consider sickness insurance cover.
- 3.7.2 If an employee wishes to commence a career break immediately following a period of maternity leave, and this is approved, there is no need to return to work to avoid having to repay the enhanced maternity pay. If, however, the employee resigns during the course of the career break or fails to return at the end of the break for a period of not less than three months, they will be expected to repay any maternity pay received in excess of statutory maternity pay.
- 3.7.3 Where a career break follows maternity leave, the maternity leave will not count as part of the career break. The career break will start on the date on which they would otherwise be due to return to work following the period of maternity leave.
- 3.7.4 If an employee becomes pregnant whilst on a career break, the provisions of the maternity scheme will then take effect and the career break may be suspended or ceased.

3.8 Redundancy

In the event of a redundancy situation arising during the period of the employee's career break the Redundancy and Redeployment Policy and Procedure will be applied. The period of the career break does not count as reckonable service for redundancy payments but should a redundancy situation arise after the employee's return from the career break, the service before and after the break will be aggregated.

3.9 Trade Union Subscriptions

If an employee wishes to continue to be a member of a Trade Union whilst on a career break, alternative arrangements for the payment of the subscriptions will need to be made with a Trade Union representative prior to commencing the career break.

3.10 Group Life Insurance Scheme

If an employee wishes to remain a member of the Group Life Insurance Scheme, they will have to make their own personal payments to the scheme during their period of absence.

3.11 Returning to Work

- 3.11.1 Employees are required to confirm their intention to return to work at least two months prior to the date of the anticipated return. Notification must be provided in writing to the HR Department and the Head of Department.
- 3.11.2 In the event that an employee does not get in touch to confirm their return to work their Head of Department will seek to make contact with the individual. Failure to establish

communication with the employee on at least two consecutive occasions may result in the termination of their contract of employment, for which written notification will be provided. All attempts at making contact with the employee will be documented and recorded for audit purposes.

- 3.11.3 Consideration will be given to employees who wish to return to work from a career break earlier than the agreed date, and at least three months' notice is required in order to facilitate arrangements.
- 3.11.4 Consideration will be given to employees who wish to extend their career break beyond the agreed return date. Such requests should be made in writing to the Head of Department within a reasonable timeframe, and no later than two months prior to the original return date.
- 3.11.5 Following a career break the Brigade will allow the employee to return to a job/role at the same substantive grade and in similar work as at the start of the break. There is no guarantee that staff will return to their original post following a career break and this may not necessarily be at the same location or shift. This will not be determined until the return to work is confirmed by the employee.
- 3.11.6 A full health assessment commensurate with the duties of the post will be conducted prior to the return to work.
- 3.11.7 Where applicable Operational Personnel will be expected to undertake any relevant training commensurate with the duties of their post following a career break. The content and duration of the training will depend on the length of the break. Organisation of the training should be agreed between the employee and their Head of Department and in accordance with the standard Brigade competency measures. They will not be allowed to return to operational duties until the relevant Station Manager, in liaison with Training are satisfied that they are competent to do so in accordance with the standard Brigade competency measures.
- 3.11.8 Employees requiring additional training over and above the normal re-training will be placed onto development rate of pay until full competence can be displayed.
- 3.11.9 If an employee is unable to return to work on the due date because of illness they will be required to adhere to the standard procedure for absence management for self-certification/medical certification in accordance with the duration of sickness.
- 3.11.10 If an individual wishes to resign whilst on a career break, they must give notice in the normal manner.
- 3.11.11 Employees will not normally be recalled to duty during a career break. However, in conditions of extreme emergency, (major disasters and the implementation of business continuity plans), employees should be prepared to return to duty at short notice.

3.11.12 If an employee is recalled for duty for an operational reason, payment will be made at the normal rate of pay for the role in which they are assigned and in accordance with the period worked.

4.0 Making an Application for a Career Break

- 4.1 Employees considering a career break should discuss their intentions at the earliest opportunity with their Head of Department or Line Manager.
- 4.2 Following discussions with their Head of Department/ Line Manager, the employee must complete the Career Break Application Form (Appendix 2). The application should be made to give the Brigade as much notice as possible and at least two months prior to the anticipated date of commencing the career break.
- 4.3 The application will provide full details of the reasons for requesting a career break and the requested duration.
- 4.4 The Head of Department will discuss the application with the responsible Senior Head of Section and Senior Head of People for authorisation. The decision to recommend approval of an application for a career break will be made in consultation with the Head of HR.
- 4.5 The decision-making process related to the application and the associated recommendations will give consideration to:
- likely operational implications including workload implications for colleagues
 - assessment of any anticipated difficulties in the cost-effective temporary replacement of the employee for the period of absence
 - length of the career break being requested
 - number of current staff on career breaks
 - long term benefits/impact for the Service and the employee
 - financial implications
 - staffing levels/requirements
 - demands on the Service
- 4.6 Comments related to the decision must be documented on the Career Break Application Form and authorised as indicated on the form.
- 4.7 Employees will be advised of the decision, in writing, within 14 calendar days of receipt of their written request by HR.
- 4.8 If the request is approved the employee will be issued with a Career Break Agreement at least one month prior to the commencement of the career break. The employee will sign to confirm their acceptance of the arrangement and submit to the HR Team for recording on their personnel file.

4.9 Rejection of a Career Break Request

Whilst every effort will be made to accommodate career break arrangements there will be instances where this is not possible. Notification of the decision to reject a request will be provided in writing, with an explanation for the reason of the decision.

4.10 Appeals

4.10.1 When an individual is dissatisfied with the outcome of the career break request an appeal may be submitted. Whilst the right to appeal is not a statutory right, the Authority believes that providing employees with the opportunity to challenge the decision ensures a fair and reasonable process. As such the appeal will be held in line with stage 3 of the Grievance Procedure.

4.10.2 If an employee chooses to appeal against the decision this must be done in writing and within 7 days from the date of notification of the decision. Appeals will be escalated to the Senior Heads of Section. An appeal meeting will be arranged within 14 days with a Senior Head of Section (not involved in the original decision making), Head of Human Resources and the employee (and their nominated representative if applicable).

4.10.3 The Senior Head of Section will consider the appeal and will either agree to the request or uphold the previous decision to reject the request. The outcome of the appeal will be final and there will be no further right of appeal.

4.10.4 The applicant will be informed in writing of the final decision within 7 days of the appeal hearing. The right to be accompanied to any meeting relating to an appeal will apply.



Protecting local communities

Application for a Career Break

*This form should be completed by employees who wish to make an application for a career break.
Please read the Career Break Policy and Procedure before completing this form.*

To: Human Resources Department / Head of Department

From: **Brigade No:**

Stn/Depart: **Post:**

Copy To: Line Manager

Date of Application:

I would like to apply for a career break. I confirm that I meet the eligible criteria as follows:

- I have completed a minimum of two year's continuous service, including successful completion of the Trainee Phase 2 or probation period; and
- I have a permanent contract, or a fixed-term contract for a period that surpasses the duration of the career break.

Please indicate the reason for the request:

I would like the career break to commence from: **Date**

I would like the career break to terminate on: **Date**.....

I fully understand and agree to the terms of a career break as set out in the Career Break Policy and Procedure.

I also understand that specific conditions may be attached to my application, if approved and that I must comply with them in addition to the general conditions applying to the Career Break Policy and Procedure.

Signed: **Date:**

Name
(*block capitals*)

Head of Department Approved: Yes / No (delete as applicable)

Please provide a summary to support your decision making:

Signed by Head of Department Date.....

Authorised by Senior Head of Section Date.....

Authorised by Senior Head of People..... Date.....

Signed by Head of HR..... Date.....

Confirmation of decision provided to applicant in writing by HR Date.....

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING

EQIAs enable us to consider all the information about a service, policy, practice or activity from an equalities perspective and then put an action plan in place to achieve the best outcome for our employees and service users. EQIAs analyse how the work that we undertake can impact different groups. This will help us to make better decisions and evidence how we have reached these decisions.

| | | | | | | |
|---|-----|--|-------|--|-------|---|
| <p style="font-size: small; color: blue;">Analysis Rating: please tick one box (the analysis rating is identified after the analysis has been completed – See EQIA procedure)</p> | RED | | AMBER | | GREEN | ✓ |
|---|-----|--|-------|--|-------|---|

SECTION 1 – INITIAL SCREENING

| Directorate: | Strategic Planning and Resources |
|---|-----------------------------------|
| Department/Section: | Human Resources |
| Title of EQIA – Name of Service or Policy Conducted on: | Career Break Policy and Procedure |
| Date Of Assessment: | 05/12/2024 |
| Assessment carried out by: | Anne Skillcorn |

Is this Policy/Service/Project: Existing New/Proposed Changing Other

Applicable to: Our staff Our Communities Other

PURPOSE AND OBJECTIVES

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| What are the aims of the service / policy? | The aim of this policy and its associated procedure is to ensure that the Authority has a consistent, transparent, and legal framework to manage requests for career breaks and, by doing so, to enable staff to manage their personal and professional responsibilities in a way that is mutually beneficial for the Authority and its employees |
| Who is responsible for the service / policy? Who is responsible for the assessment? | Head of Human Resources |
| Who implements the policy? Are external contractors involved? | Senior Head of People |
| Are there any related policies or processes that will need to be changed associated to this one? | No |
| To what extent does the service / policy have an impact on people? Who is affected by it and how? | <p>The policy applies to all staff. Any member of staff who meets the following criteria:</p> <p>An employee must have completed a minimum of two years' continuous service, including successful completion of the Trainee Phase 2 or probation period.</p> <p>An employee must have a permanent contract, or a fixed-term contract for a period that surpasses the duration of the career break.</p> <p>An employee must satisfy the requirements of the UKVI agency when employed under a visa arrangement.</p> |
| What analysis has been done to identify if the service / policy is meeting the needs of all of these groups of people? | Each Career Break request is recorded and monitored by the HR Department. |

ESTABLISHING RELEVANCE

In this section you should review the data and evidence above and consider the actual and potential impact of the policy, service, activity or practice on employees, residents, groups and other service users. Findings should be noted in the table below. You should also consider whether the decision will, or is likely to, influence CFB's ability to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act and other relevant legislation.
- Advance equality of opportunity between different groups of people
- Foster good relations between people who share a protected characteristic and those who do not.

Using the information available, identify the impact of this service / policy in relation to people across the Protected Characteristics:

| Protected characteristics groups from the Equality Act 2010 | Negative Impact | Neutral Impact | Positive Impact | Explain your answer |
|---|--|----------------|-----------------|---|
| Age | | ✓ | | The policy does not disproportionately disadvantage any protected characteristic and is available to all staff. |
| Disability | | ✓ | | The policy does not disproportionately disadvantage any protected characteristic and is available to all staff. |
| Gender Reassignment | | ✓ | | The policy does not disproportionately disadvantage any protected characteristic and is available to all staff. |
| Pregnancy and Maternity | | ✓ | | The policy does not disproportionately disadvantage any protected characteristic and is available to all staff. |
| Race | | ✓ | | The policy does not disproportionately disadvantage any protected characteristic and is available to all staff. |
| Religion and Belief | | ✓ | | The policy does not disproportionately disadvantage any protected characteristic and is available to all staff. |
| Gender | | ✓ | | The policy does not disproportionately disadvantage any protected characteristic and is available to all staff. |
| Sexual Orientation | | ✓ | | The policy does not disproportionately disadvantage any protected characteristic and is available to all staff. |
| Marriage and civil Partnerships | | ✓ | | The policy does not disproportionately disadvantage any protected characteristic and is available to all staff. |
| Is a full Equality Impact Assessment required? Yes or No If not why? | <p><i>If you have identified a negative potential impact for group, then you must complete a full Equality Impact Assessment. If you have identified a neutral or positive impact on any groups then no further action is required.</i></p> <p>The findings of the Equality Impact Assessment conclude that the Career Break Policy and Procedure does not have a detrimental impact on any group of staff, including those with one or more protected characteristics. Additionally, the Career Break Policy and Procedure is considered to provide additional benefits to staff, in the way of extended periods of unpaid leave to accommodate personal responsibilities, and will therefore have a favourable impact in the context of protected characteristics and any other factors.</p> | | | |

MONITORING AND REVIEW

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|---|--|
| What procedures are in place to monitor the impacts outlined in the analysis? | The HR Department monitors all Career Break requests that are made. |
| How often will this take place? | Each request for a career break will look to monitor the impacts on protected characteristics. |
| Date of next planned review? | In line with the policy being reviewed. |

| | |
|--|--|
| Proceed to Full EQIA Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|--|--|

SIGNATURE OF PERSON COMPLETING THIS SCREENING

| | |
|------------|------------------|
| Name: | Anne Skillcorn |
| Job Title: | HR Advisor (EDI) |
| Date: | 05/12/2024 |

SIGNATURE OF LINE MANAGER – MINIMUM HEAD OF DEPARTMENT

| | |
|------------|--|
| Name: | |
| Job Title: | |
| Date: | |

SIGNATURE OF EQUALITY AND DIVERSITY OFFICER – HR DEPARTMENT

| | |
|-------|----------------|
| Name: | Anne Skillcorn |
| Date: | 05/12/2024 |