

Insert company Logo



| Policy Name: | **Career Break Policy** | |
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| Policy Number: |  | |
| Version: | | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
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| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Career Break** refers to a period of time out from employment. It can be used by members to take time out of their career for personal or professional development.
2. **Company/ Organization** means all the businesses which are under the umbrella of ***“Company Name”*** group.
3. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
4. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

To accommodate members in need of long term leave due to unavoidable circumstances and enable his/her to a long term career in the organization.

# **APPLICABILITY**

This policy is applicable to all members on prior approval only. The member should have completed “***\_\_\_ years***” of service in ***“Company Name”***. It is at company discretion whether to consider or not and the Final decision is of Company.

# **RESPOSIBILITY & ACCOUNTABILITY**

Human Resources Department, Reporting Manager, Management

# **POLICY**

## **Career break scheme terms & conditions**

* Members must have served at least ***“\_\_\_ years”*** or more of continuous service before applying for any request for a career break.
* Members may apply for a career break for a period of 2 months to 3 years depending on their individual needs.
* A career break may be taken in addition to [maternity leave](https://www.brookes.ac.uk/services/hr/handbook/family/maternity/maternity_pre_apr07.html), [paternity leave](https://www.brookes.ac.uk/services/hr/handbook/family/support.html) or any other leaves as per HR policy.
* The scheme can be availed for any of the reasons listed below:
  + - Childcare responsibilities.
    - Elderly care responsibilities.
    - Study
    - Self-Medical Grounds
    - To pursue a personal interest
    - Any other activities with the permission of the Management

## **Conditions of service during a career break**

* **C**areer breaks shall be unpaid.
* The period of the career break will not be counted as continuous service.
* During a career break a member will not accrue any leave entitlement.
* The accrual of leaves will take place from the month of resuming of service after the career break.
* Where a member’s post is likely to become subject to redundancy during the career break, the company will inform the member and wherever possible, discuss the situation with them, as required by the Management and the Company’s policy & procedures.
* Further, if the position of member after coming from break is not available then the Company will see the possibility of fitting the member in some other available vacant position. However, the decision of re-joining on different position shall lie with member’s discretion. If he is not willing then employee shall resign and no notice pay shall be paid by company.
* During the career break a member is not permitted to work for another employer. If found in any other employment, his employment shall be terminated with immediate effect and strict measures would be taken against that member which may amount to legal actions. In such case member shall not be entitled for any notice pay.
* The member must apply in writing to return to work at least 15 days before his/her proposed date of return.
* The member is not guaranteed a return to his or her previous job/location and same position.
* Before commencing a career break, all company properties/assets must be returned. (Laptop, Mobile, SIM card etc.)
* Unless the member has given a fixed return date on the career break application form, he/she will not be allowed to take the career break.
* In the event of failing to report for duty on the due joining date, company may treat the same as absconding and terminate his/her employment without paying any notice pay.

## **Keeping in contact**

* Human Resource Team and the member will ensure that they are in constant correspondence either via SMS, EMAIL or Phone call during the break.
* ***“Company Name”*** at its discretion may instruct/ invite them to seminars, training sessions or social events just prior to joining that the Company may organize, which member shall not decline unless member has genuine reason which need to be intimated to HR Team (Head Office) and reporting Manager.

## **Salary on return to work**

At the end of a career break, a member will return to his/her same salary. The member will be due for his Appraisal only after completion of 1 year from returning to work.

## **Resignation during a career break**

If a member decides to resign during a career break, they must submit a written statement of resignation to the HR. The contract of employment will normally cease from the date when the resignation is received and member will not be allowed to serve a notice period.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
  + Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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