Ensure you have read and are familiar with the details in the Time off Work Policy before the meeting.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Pre-Meeting Action;** | | **Done/ discussed** |
|  | Arrange and book the meeting with the employee |  |
|  | Ensure the application is as detailed as possible, if not you may wish to request additional information. |  |
|  | Refer to the policy and the FAQ’s as required, and have them available for the meeting |  |
|  | If the career break is going to be more than 12 months you should contact HR Direct for additional guidance. |  |
|  | As part of your preparation, should you have any concerns or questions prior to the meeting please discuss them with HR Direct (2 7700) |  |

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| **Review Meeting;** | | | **Done/ discussed** |
|  | | Confirm reason for the meeting is to review processes and procedures that need to be completed prior to acceptance and authorisation |  |
|  | | Establish the details and reasons for the break and length of break requested (to a maximum of 5 years)  Explore any alternatives to a career break that may be considered e.g. flexible working request, including temporary arrangements. |  |
|  | | The application should be made 90 calendar days before the career break is requested to start |  |
|  | | Establish and agree the start date and end date of the intended career break |  |
|  | | Advise that the period will be unpaid and the break period will not count as continuous service for the calculation of benefits related to service e.g. annual leave, sick leave, and redundancy. |  |
|  | | Advise that they are required to work a minimum of 10 paid days each year to maintain essential skill levels – diarise where possible and the onus is on the employee to ensure their professional registration is up to date. |  |
|  | | Confirm that if their break is for less than 365 calendar days they are likely to return to their original post, if operationally practicable, they must provide 56 calendar days notice of return |  |
|  | | Confirm that if the break is for more than 365 calendar days they will where operationally practicable return to a role of the equivalent band, with similar duties in a similar location. They must provide 90 calendar days notice of return. |  |
|  | | Confirm that the employee cannot take up paid employment elsewhere |  |
|  | | Tell the employee if they refuse to accept an alternative post that notice of dismissal will be given with no redundancy pay. |  |
|  | | Confirm that another career break cannot be started for a further 365 calendar days |  |
|  | | Confirm that they can continue to pay National Insurance to preserve any benefits they are entitled to |  |
|  | | Advise the employee that all NHSBT property will need to be surrendered |  |
|  | | Advise if they have a lease car that this will be surrendered or should they wish to keep it, they should speak with the lease car administrator |  |
|  | | Confirm that any request for an extension must be made in writing to their manager (you). The total break must not exceed 5 years. |  |
|  | | Tell the employee if they wish to leave during or following a carer break, they will need to provide contractual notice. |  |
|  | | Discuss and confirm keeping in touch arrangements while on a career break including when, how and who will contact who. |  |
|  | | Complete change form ESR-FRM-103 using guidance and send to ESR Business Support (if applicable) |  |
|  | | Confirm that the employee will receive a letter confirming what has been discussed and agreed at the meeting. |  |
|  | | Comments |  |
| **Post Meeting Action;** | | | **Done/ Discussed** |
|  | Send the outcome letter of the meeting to employee (template TOW3) | |  |
| **Return from career break - If career break is under 12 months- employee must give 2 months notice to manager or employee may face extended period of no pay** | | | **Done/ Discussed** |
|  | Are they returning, if not have they resigned? If so follow the resignation process. | |  |
|  | If returning, agree a return to work date and time – and organise a return to work meeting, preferably face to face to discuss mandatory training, any work practice changes. Best practice is to complete an induction programme. | |  |
|  | Manager to complete [Employee-Changes](https://peoplefirst.nhsbt.nhs.uk/Employee-Changes/update-employee-details.htm) and send to Pay Support to notify of employee returning to work. | |  |
|  | Confirm Annual leave allowance | |  |
|  | **IT/Facilities**  Check access to IT accounts, does this need requesting via IT. Request for Laptop?  Security Pass, do facilities need to reactivate the card? | |  |
|  | **Health and Wellbeing** Do they need a risk assessment/desk assessment/Reasonable adjustment/Tailored adjustments assessment with Health and safety? If so contact HR Direct to connect you with a health and safety Advisor. | |  |
| **Return from career break - If career break is more than 12 months- employee must give 6 months notice to manager at end of agreed break or if wish to return earlier** | | | **Done/ Discussed** |
|  | Are they returning, if not the employee will need to resign and you will need to follow the resignation process. | |  |
|  | **Is the substantive post still available?** Yes, if returning, agree a return to work date and time – and organise a return to work meeting, preferably face to face to discuss mandatory training, any work practice changes. Best practice is to complete an induction programme. | |  |
|  | Manager to complete [Employee-Changes](https://peoplefirst.nhsbt.nhs.uk/Employee-Changes/update-employee-details.htm) and send to Pay Support to notify of employee returning to work. | |  |
|  | Confirm Annual leave allowance | |  |
|  | **IT/Facilities** Check access to IT accounts, does this need requesting via IT/request for laptop?  Security Pass, do facilities need to reactivate the card? | |  |
|  | **Health and Wellbeing** Do they need a risk assessment/desk assessment/Reasonable adjustment/Tailored adjustments assessment with Health and safety? If so contact HR Direct to connect you with a Health and Safety Advisor. | |  |
|  | **Is the substantive post still available?** If No, As the Manager you should make every effort to help and support the employee to identify a similar job at a similar grade in the same location. Appointment is normally by open competition and there can be no guarantee of a specific post. The discussion will seek to explore all options including job sharing, part time working, alterations to job content and location. Arrangements will also be discussed for induction or any other re-training you may need. If there is no immediate suitable vacancy, the career break may be extended by a further 3 months. | |  |
|  | Help the employee to complete a brief profile of skills, abilities and experience using the [skills proforma form](https://peoplefirst.nhsbt.nhs.uk/Annual-Leave-and-Absence/career-break.htm). This should include the range of alternative work that they are prepared to consider, as well as any limitations on accepting alternative work e.g. personal circumstances, capability and health issues. You will confirm this in writing, including the possible outcome should there be no alternative role, including the termination of employment. Please contact HR Direct for assistance with the letter. | |  |
|  | If there is no post or if the employee refuses a post offered, you will need to give Notice of dismissal will be given and the notice will unpaid and contact the People and Culture Consultant to arrange a dismissal meeting with someone who has dismissing authority. | |  |
|  | Comments | |  |