

# Career Break Agreement



The following document outlines the agreement reached under the [NHSScotland Career Break Policy](#)<sup>1</sup>.

The agreement forms an amendment to your existing contract of employment. You will be entitled to all terms and conditions relevant to this agreement.

**Name**

**Job title**

**Grade / band**

**Department**

**Length of agreement**

**This agreement is effective from** *(dd/mm/yyyy)*

**This agreement is effective until** *(dd/mm/yyyy)*

## Terms of agreement

I have read the [NHSScotland Career Break Policy](#)

I am aware of the impact of a career break on my terms and conditions of employment

I have contacted the Scottish Public Pension Agency (SPPA) to determine the impact on my pension if appropriate

I understand that if my career break is less than 12 months, the same job will be available, as far as reasonably possible

I understand that if my career break is more than 12 months, every effort will be made to place me in a post at the same grade and level of responsibility that I held before my career break. The redeployment process will begin three months before my career break ends to explore potential redeployment opportunities

I acknowledge there is no guarantee of a post being available at the end of my career break. However, I understand the organisation will make every effort to identify a suitable alternative post

I have agreed the method and regularity of contact with my manager during my career break

I have discussed with my manager opportunities for Keeping in Touch (KIT) days, including maintaining professional registration and revalidation requirements

I will advise my manager of any concerns or changes in personal circumstances at the earliest opportunity. This includes change of address or contact details and requests to extend or reduce the length of the career break

I will discuss with my manager any planned alternative employment either before or during my career break

I understand that any alternative employment which would be considered to conflict with my substantive post, or the principles and values of NHSScotland is not allowed

If I decide not to return to work, I will resign from my post. I will notify my manager at least three months before my return date wherever possible

**Employee signature**

**Date** (dd/mm/yyyy)

**Manager signature**

**Date** (dd/mm/yyyy)