**EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT**

**ADMIN HANDBOOK**

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| **REFERENCE** | **SUBJECT** | **DATE** |
| SS/082/01 | Career break scheme for teachers and associated professionals | 13/01/2022 |

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| **Contact:** | Lindsey Stanley |
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**This document has links to the following themes:**

**SAFE**  **HEALTHY**  **ACHIEVING**

**NURTURED**  **ACTIVE**  **RESPONSIBLE**

**RESPECTED**  **INCLUDED**  **POLICIES**

Please see the attached correspondence regarding the career break scheme for teachers and associated professionals.

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|  | **HISTORY** |  |
| **REFERENCE** | **CHANGES AND AMENDMENTS** | **DATE** |
|  | * Additional Front Cover – highlighting the LNCT document number * Updating of department and job titles. * Links to SNCT Appendix 2.15 | 13/01/2022 |
| SS/082/01 |  Original publication | 27/04/2009 |

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**MORAY COUNCIL LOCAL NEGOTIATING COMMITTEE FOR TEACHERS**

**CAREER BREAKS**

**JANUARY 2022**

**LNCT 005-22**

|  |  |
| --- | --- |
|  | **MORAY COUNCIL**  **LOCAL NEGOTIATING**  **COMMITTEE FOR TEACHERS** |

Teacher’s Side Joint Secretary Management Side Joint Secretary

Susan Slater Lindsey Stanley

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13 January 2022

Dear Colleague

**Career Break Scheme for Teachers and Associated Professionals**

The LNCT has recently updated the agreement on the implementation in Moray of the nationally agreed Career Break Scheme for Teachers and Associated Professionals.

The purpose of this letter is to draw your attention to the scheme and outline the procedure to be followed.

Full details of the scheme can be found here:

Part 2 Appendix 2.15 of the SNCT Handbook Career Breaks

Part 2 Appendix 2.15 Annex A Contact During Career Breaks

Moray application form (attached)

Summary of main points of the scheme:

1. A career break is a period of special leave **without pay**.
2. It is for the Council to decide whether the exigencies of the service provision allow for a career break to be granted.
3. To be eligible, you must have at least 2 years continuous employment, permanent or temporary, with any Scottish Council and in the case of teachers 2 years following full registration with the General Teaching Council for Scotland. This 2 year period must be immediately prior to the date of application for a career break.
4. A career break will last for a minimum of 6 months and a maximum of 5 years.
5. Dates must correspond with the beginning of a school term unless in the case for a request for a career break following a maternity / paternity / adoption leave.
6. Applications must be submitted to the Business Support Team Manager at least 3 months in advance of the commencement of the proposed career break.
7. A decision will be made and the employee notified within 4 weeks of receipt of application.

Further information, details and advice can be had from either of the Joint Secretaries of the LNCT.

Yours sincerely



**Lindsey Stanley**

**Management Side Joint Secretary**



**Susan Slater**

**Teachers’ Side Joint Secretary**

**The Moray Council**

**Education, Communities and Organisational Development**

**Application for a Career Break [Teachers and Associated Professionals]**

|  |  |
| --- | --- |
| **Name:** |  |
| **School/Establishment:** |  |
| **Post Held:** |  |

**Details of Continuous Local Authority Service**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **Local Authority** |  | **Da** | **tes** |
| **From** |  | **To** |
|  |  |  |  |  |
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|  |  |  |  |  |

**Dates of Proposed Career Break [*NB - should correspond with the beginning of a school term unless in the case of a return from maternity / paternity or adoption leave*]**

|  |  |
| --- | --- |
| **From** | **To** |
|  |  |

**Reason for requesting Career Break:**

**This form to be submitted to the Business Support Team Manager at** [**education@moray.gov.uk**](mailto:education@moray.gov.uk) **or to Moray Council, High Street, Elgin IV30 1BX, no less than 3 months prior to the date of commencement of the proposed career break**

***For office use only***

|  |  |
| --- | --- |
| ***Date received by Business Support Team Manager:*** |  |
| ***Date acknowledged:*** |  |
| ***Decision reached:*** |  |
| ***Date of decision:*** |  |
| ***Letter issued:*** |  |