



Banc Ceannais na hÉireann  
Central Bank of Ireland  
Eurosystem



Human  
Resources

# Career Break Scheme

**Applicable to:** All Employees

**Policy Owner:** HR Support Manager, Human Resources Division

## **Document History**

### **Document Location**

The most current version of this policy is available on the HR Site on Plaza. Paper copies are valid only on the day they are printed. Refer to the owner if you are in any doubt about the accuracy of this document.

### **Revision History**

This document will be reviewed from time to time to take into account changes in legislation, organisational developments and experience of the policy in practice.

<b>Date of this Revision:</b> May 2013		<b>Date of next Revision:</b> Not yet planned
<b>Revision Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>
0.1	April 2010	Policy created

### **Approvals**

This document requires the following approvals:

<b>Title:</b>	Human Resources Director
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### **Distribution**

This document has been distributed to the approvers listed above, plus:

<b>Name:</b>
Senior Management Committee and Heads of Division
Unite Union
SIPTU Union

# **CAREER BREAK SCHEME**

## **1. Introduction**

A Career Break Scheme was introduced by the Bank, in January 1992 for Bank staff. Its aim is to facilitate staff to take a break from their career in the Bank for family or personal development reasons.

## **2. Objective**

Career breaks are not normally granted to enable staff members take up alternative employment in the Financial Services industry or to pursue activities which the Bank considers would not be appropriate for an officer of the Bank, or might conflict with or compromise in any way the work of the Bank.

## **3. Scope**

The Scheme is applicable to all grades. Staff who have at least 3 years service in the Bank including 2 years on the current grade are eligible to apply.

## **4. Policy Details**

### **4.1 Duration**

A career break consists of special leave without pay for a period of not less than one year and not more than 5 years. Where a staff member wishes to change the term of a career break the Bank may agree to one change only.

### **4.2 Additional Career Break**

One additional career break may be granted. Normally the period of service between breaks should be at least equal to the duration of the initial career break. The total period of the special leave should not exceed five years in all.

### **4.3 Non Reckonability**

Special leave without pay for a career break does not count as service and does not reckon for increment or superannuation or towards qualifying for annual leave or promotion. With regard to pension, your service prior to the break will be aggregated with service after your return and will be taken into account in calculating pension entitlement on your retirement.

### **4.4 Availability**

The Bank endeavours to facilitate as many staff as wish to avail of the scheme subject to suitable replacement being available and having regard to the established quota. The efficient functioning of the Bank must, of course, be given priority and this restricts the numbers of staff who can be released at the same time in any one area, and in particular restricts the number of staff with specialist expertise who may be released under the scheme.

#### **4.5 Re-Employment**

The Bank is prepared, where necessary, to recruit and/or promote serving staff to fill vacancies left by staff who have taken career breaks. Staff will be offered the first suitable vacancy available following expiry of the career break. Staff at Bank Executive / BP3 level may be re-employed at a lower level if no vacancy is available on the appropriate grade at the time. Regrading will occur as soon as a suitable vacancy arises.

Staff who were working on an Atypical Work Arrangement prior to their career break **must** re-apply for the arrangement following the career break. Staff will be given the option of returning on a full-time basis (when a vacancy arises).

Staff are obliged to advise the Bank, in writing, of their intention to return to work three months in advance of the expiry of the Career Break in order to arrange a suitable placement on their return to work.

#### **4.6 House Loans**

Staff are allowed retain house loans from the Bank during a career break but commercial interest rates are applied. Mortgage holders are required to complete a monthly direct debit or standing order in respect of mortgage repayments, mortgage insurance and household insurance before commencement of a career break.

#### **4.7 Settlement of Deductions**

All salary deductions of amounts owing to the Bank must be settled in advance before commencement of career break. All holiday loan participants must repay all outstanding amounts prior to commencement of a career break.

#### **4.8 Applications**

Staff members wishing to apply for a career break should complete an application form and submit it to HRD, via their Head of Division. In their own interest, staff should give as much notice as possible of this application and a minimum of one month should be allowed for processing any application.

Further information and application form may obtained from HR Support, HRD on extension 6888.

# APPLICATION FOR CAREER BREAK

(Please complete this form and submit to your Head of Division)

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Staff No:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Date of Appointment To Bank: \_\_\_\_\_ Date of Appointment To Grade: \_\_\_\_\_

Purpose/Reason for Career Break: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If for further education, please give details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date wishing to begin Career Break: \_\_\_\_\_

Date wishing to return to work (approx.): \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## For use by Departmental Management

Please comment on the attached request for career break in particular whether (a) it is recommended and (b) if so, whether a replacement is required.

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Signed: \_\_\_\_\_  
Head of Division

Date: \_\_\_\_\_

Return completed form to Human Resources Division as soon as possible.



## For use in Human Resources Division

Date interviewed: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Remarks: \_\_\_\_\_

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Signed: \_\_\_\_\_

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_

**Head of Human Resources**