

8.23 Pay on Return from a Career Break

This policy sets out the rules relating to the remuneration of non-industrial Civil Servants, including Senior Civil Servants, on return from a career break.

- Section 2 Establishing Pay Point on Return from Career Break is about how the starting point for calculating your pay is arrived at when you return from a career break
- Section 3 Pay Award for the Reporting year when the Career Break Begins explains how un-rewarded pre-career break service is treated.
- Section 6 Senior Civil Service explains what rules apply to Senior Civil Servants.

The following terms within this policy are defined in the glossary:

There are currently no terms within this policy defined in the glossary.

You may also be interested in the following policies:

3.08 Special Leave

This policy is version 1.0

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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8.23 PAY ON RETURN FROM A CAREER BREAK

1 Introduction

1.1 This section of the HR Handbook sets out the rules in relation to the remuneration of non-industrial civil servants, including members of the Senior Civil Service, on return from a career break.

1.2 The rules relating to career breaks are outlined in policy 3.08 Special Leave in the HR Handbook.

1.3 The Northern Ireland Office has its own policy for pay on return from career breaks for Grades D2 to A, which is set out at Section 4 below.

1.4 Where there are changes to the existing pay structures, guidance will be provided on how staff should assimilate to the new system. The assimilation arrangements will also be applied to staff who are on career break at the time of the change in the pay structure.

Non-Industrial Civil Servants below Senior Civil Service (SCS) Level

2 Establishing Pay Point on Return from Career Break

2.1 If you commenced a career break on or after 1 April 2002 you should return at the end of your career break on an equivalent pay point, revalorised as appropriate as a result of intervening pay settlements. (It should be noted however that if the pay scale has been restructured during the career break period, for example where the minimum has been removed as part of intervening pay awards, the pay point to which you return may not be the same numerically numbered pay point as at the commencement of the career break).

2.2 If you either commenced or were on a career break on or after 1 August 2006, you should return at the end of the career break, on a point that has increased by at least the revalorisation rate applicable to the payscales subject to not exceeding the revised maximum of your payscale.

2.3 In determining the pay point for return, any qualifying service during the reporting year in which the career break began should be taken into account at the pay award date immediately following the start of the career break.

3 Pay Award for the Reporting Year When a Career Break Begins (for Staff Who Commenced a Career Break On or After 1 April 2002)

3.1 If you have qualifying service during the reporting year when a career break begins this should be considered at the pay award date immediately following the commencement of the career break.

3.2 Where you have un-rewarded pre-career break service for part of the year when the career break began this should be treated as follows. Note - the 2006 pay award (for reporting year 1 April 2005 to 31 March 2006) changed the service eligibility from six months to three months.

3.3 Where a career break began prior to the reporting year commencing 1 April 2005:

- Where you have service of six months or less during the reporting year in which the career break commenced – you are not eligible to be considered for a pay award for that year
- Where you have service of more than six months during the reporting year in which the career break commenced – you are eligible to be considered for a pay award for that year if you are Box 3 or better (including payment of any relevant Non-Consolidated Bonus).

3.4 Where a career break began after reporting year commencing 1 April 2005:

- Where you have service of three months or less during the reporting year in which the career break commenced – you are not eligible to be considered for a pay award for that year
- Where you have service of more than three months during the reporting year in which the career break commenced – you are eligible to be considered for a pay award for that year if you are Box 3 or better (including payment of any relevant Non-Consolidated Bonus).

3.5 Examples are provided at Annex 1.

4 Pay Award for the Reporting Year in Which the Career Break Ends

4.1 Where you return from career break during the reporting year, for pay award purposes this should be treated as follows at the pay award date following your return:

4.2 For career breaks ending prior to reporting year commencing 1 April 2005:

- Where you have service of six months or less during the reporting year in which the career break ended – you are not eligible to be considered for a pay award for that year
- Where you have service of more than six months during the reporting year in which the career break ended – you are eligible to be considered for a pay award for that year if you are Box 3 or better (including payment of any relevant Non-Consolidated Bonus).

4.3 For career breaks ending after reporting year commencing 1 April 2005

- Where you have service of three months or less during the reporting year in which you return from career break you are not eligible to be considered for a pay award for that year.
- Where you have service of more than three months during the reporting year in which you return from career break you are eligible to be considered for a pay award for that year.

5 Northern Ireland Office Staff – Grades D2 to A

5.1 If you are returning from a career break from 1 April 2000, you should have your salary increased notionally by the value of the equity share award for fully effective performance (for reporting years up to and including 1 April 2000) and Box 3 performance (for subsequent reporting years up to 1 April 2004) as appropriate for each year of absence.

5.2 For reporting years from 1 April 2005 onwards your salary if you are on a career break should be increased notionally by the value of the consolidated increase for satisfactory performance.

5.3 On return to work the appropriate notional salary will become your actual salary.

6 Senior Civil Service

6.1 Senior Civil Servants returning from career break will be assimilated onto their SCS pay band on return. In determining a salary on which you should return, the salary at the time of commencing the career break should be increased in line with any revalorisation rate applied to the minimum of the relevant Senior Civil Service pay band under SCS pay awards during the career break period.

6.2 Senior Civil Servants who return from a career break during the reporting year should have their pay award at the following 1 April applied as follows:

Northern Ireland Civil Service
HR Policy

- If you have returned from career break during the reporting year and have more than three months' service over the reporting year you should be considered for a pay award based on relative assessment compared to your peers.
- If you have returned from career break during the reporting year and have three months' or less service during the reporting year, you should not be considered for a pay award based on relative assessment.

Returning from a Career Break - Examples

Example 1

A General Service Staff Officer whose career break commenced on 1 March 2006 and who returns on 1 March 2008.

- i. At the start of the career break (1 March 2006) you are on point 8 (£24,899) of your pay scale.
- ii. At the following pay award date in other words 1 August 2006, you have more than three months' qualifying service for the reporting year in which the career break commenced (in other words 1 April 2005 to 31 March 2006) and a Box 2 performance assessment.
- iii. Under the terms of sections 3.1 and 3.2 you have more than three months' qualifying service in the reporting year during which the career break began and are therefore eligible to be considered for a pay award.
- iv. You receive a notional one point progression along your pay scale to point 6 (£26,000) and receive the value of a Box 2 non-consolidated bonus appropriate for that pay award.
- v. Under the terms of sections 3.1 and 3.2 you have less than three months' qualifying service in the 2006/07 reporting year and are therefore only eligible for revalorisation/restructuring and would notionally move to point 5 (£26,486) on the 2007 pay scale.
- vi. On return from career break at 1 March 2008 you return on point 5 (£26,486) of your pay scale (but regard should be taken of any re-numbering of the pay scale that may have occurred in the interim due to restructuring).
- vii. Under 2.2 you should return on a point that has increased by at least the revalorisation rate applicable to the maximum of your payscale under pay awards after 1 August 2006. Since you have been off for two pay awards during the career break you should be entitled to at least 4%. No further action is required as the overall increase in pay is 6.37%.

Pay on Return from a Career Break

ANNEX 1 (Cont'd)

- viii. At the pay award date following return (1 August 2008) you have less than three months' service during the reporting year 1 April 2007 to 31 March 2008 and therefore are not eligible for a pay award for the year of return (section 4.3 refers). You are therefore only eligible for revalorisation/restructuring and would notionally move to point 4 on the 2008 pay scale.

Example 2

A General Service Executive Officer whose career break commenced on 1 June 2005 and who returns on 1 June 2008.

- i. At the start of the career break (1 June 2005) you are on point 7 (£17,550) of your pay scale.
- ii. At the following pay award date in other words 1 August 2006, you have less than three months' qualifying service for the reporting year in which the career break commenced (in other words 1 April 2005 to 31 March 2006).
- iii. Under the terms of sections 3.1 and 3.2 you have less than three months' qualifying service in the reporting year during which the career break began and are therefore only eligible for revalorisation/restructuring and would notionally move to point 4 (£17,834) on the 2006 pay scale.
- iv. Under the terms of sections 3.1 and 3.2 you have less than three months' qualifying service in the 2006/07 reporting year and are therefore only eligible for revalorisation/restructuring and would notionally move to point 3 (£17,997) on the 2007 pay scale.
- v. On return from career break at 1 June 2008 you are due to return on point 3 (£17,997) of your pay scale. However under 2.2 you should return on a point that has increased by at least the revalorisation rate applicable. In this case the pay scale was increased by 2% per annum therefore you should be entitled to at least 4%. Since the overall increase is only 2.55% you should move onto point 4 £18,450.
- vi. At the pay award date following return (1 August 2008) you have less than three months' service during the reporting year 1 April 2007 to 31 March 2008 and therefore are not eligible for a pay award for the year of return (section 4.3 refers). You are therefore only eligible for revalorisation/restructuring and would notionally move to point 3 (£18,657) on the 2008 pay scale.