

## IPEM Career Break Policy

### Introduction

IPEM recognises that members may wish or need to take an extended break from membership for a variety of reasons and that, during this career break, the time and resources for normal professional development opportunities are potentially limited.

This policy sets out IPEM's approach to helping members maintain both membership and professional development during career breaks and the basis on which they may be taken.

### Membership grade

Members will maintain their original grade of IPEM membership at a reduced membership fee whilst taking an extended period of unpaid time away from work in order to balance their career with other commitments, responsibilities and interests. Whilst on a career break, members will retain the full benefits associated with their original grade of membership.

### Scope

This policy applies to all IPEM Fellows, Full Members and Associate Members. Reasons for a career break may include:

- care and/or responsibility for children or other dependants requiring unpaid time away from work;
- personal study, training or development, requiring unpaid time away from work; or
- any other purpose which should be agreed with IPEM in advance, e.g., overseas travel or voluntary work requiring unpaid time away from work.

### Eligibility

To be considered for this scheme, members must have at least five years' continuous paid membership with IPEM immediately prior to requesting a career break.

### Duration and number of career breaks

A career break will normally last between one and five years. There are no limits on the number of breaks during the course of membership but these should not exceed a combined length of five years. Breaks shorter than one year will not be eligible.

### Applying for a career break

Any members wishing to apply for a career break should complete a Career Break Application Form and send it to the Membership and Training Manager at IPEM. This should be sent at least three months prior to the commencement of the intended break. Requests with less than three months' notice will only be considered in exceptional circumstances.

### Membership fees during a career break

The annual membership fee for a member on a career break is equivalent to the Affiliate Member rate applicable at the time that the career break begins. Members will be entitled to the reduced membership fee from the renewal after the application has been approved. No refunds will be made when a career break begins mid-year.

Each year, at renewal time, a renewal invoice for the member's usual membership fee (i.e. the fee applicable to their original membership grade) will be generated and it will be the responsibility of

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the member to re-confirm with the IPEM National Office that they are still on their career break. Once this confirmation is received the IPEM National Office will replace that invoice with a reduced fee invoice at the Affiliate Member rate for the coming year. After the fifth year, no further reduced fee invoices can be issued.

### **Continuing professional development during a career break**

During their career break, each member will be required to make their usual annual declaration about maintaining their personal and professional development and to provide evidence of this activity, if requested, as required by the IPEM Code of Professional and Ethical Conduct.

### **Scientific conferences**

Members on a career break are entitled to attend IPEM conferences at the non-salaried rate to help them meet their continuing professional development requirements.

### **Monitoring and review of policy**

Application of the policy will be monitored by the Head of Operations and Finance and the Membership Committee and will be reviewed in January 2020.