

Policy on Re-employment of Employees Accepting Early Release with Compensation

- 1.1 Employees who leave the council's employment on grounds of early retirement or voluntary redundancy will not normally be re-engaged in any capacity, including as consultants or agency staff, for a **period of two years** from the date of leaving. This includes school staff (except voluntary aided schools).
- 1.2 Re-employment within the two year period will be determined by the Head of Human Resources & Development on an exceptional basis.
- 1.3 Departments/schools who wish to re-employ a former employee within the two year period must seek the approval of the Head of Human Resources & Development before making an offer of employment.
- 1.4 Applications must be made in writing outlining the full circumstances of the case including the benefits received by the employee from the council on leaving the service and the reason why the post cannot be filled by other means.
- 1.5 When considering whether to re-employ, account must be taken of the financial commitment that has been made by the council/school to that employee in the form of redundancy payments, compensation, early payment of pension or level of on-going pension.
- 1.6 Individuals who are re-employed will be treated as new starters and any previous service with the council or other public authorities will not count towards entitlement to notice periods, sick leave, annual leave, maternity leave, probation etc.