



Institute of Barristers' Clerks

PLANNED BREAKS AND RETURN TO THE BAR

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1. PLANNING

BEFORE LEAVE COMMENCES

- Read Chambers Parental Leave Policy
- Notify your clerk and Head of Chambers
 - Arrange a practice review



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Matters for Consideration (1)

- Work out how long you intend to be away
 - Consider financials
- Ensure that all your accounting is up to date including looking at forthcoming tax bills
 - Notify your bank



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Matters for Consideration (2)

- Contacting Clients
- Contact with Chambers whilst you are on leave
 - Moving cases to others
 - Tell your colleagues
 - Email groups
- Informing people of your intention to be on leave

DURING LEAVE (1)

In the early days and weeks:

- If you are on mat/pat/adoption leave – enjoy!
 - Try and keep to agreed levels of contact



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DURING LEAVE (2)

Halfway into you leave:

- Think about when you are planning to return
- Think about the form that your early weeks might take
- Arrange a time to speak to you clerk – home or chambers



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Matters for Consideration (3)

- Full time or part time; start part time with a view to full time
 - Working at home/in chambers days?
 - Working hours in Chambers?
 - Availability for hearings
 - Childcare flexibility



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Matters for Consideration (4)

- What sort of work do you want to do?
- What is your target for the first six months to a year?
- Check the Parenting Policy again for notice of return
- Let your solicitors know when you will resume accepting instructions
- Resume insurances, practising certificate etc



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The Return

- Try not to be too nervous
- Keep in touch for the preceding 2 – 3 weeks
- Keep talking to your clerk – what works, what doesn’t
 - Attendance at Chambers Events
 - Catch up with solicitors in person
- Regular check-ins with your clerk about work/practice
 - Start thinking about directory entries



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