



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

# 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

# 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

# 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

# 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



# 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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