

Career breaks

Professional and Advanced Professional Members can opt to 'step down' to Entry-Level Membership from 1 March in any year, and return to Professional (or Advanced Professional) Membership. If you return on the following 1 March, or the two after that, you will not need to go through the upgrade process.

Who can take a career break?

The option is open to Professional and Advanced Professional Members. The option is intended for someone who needs to step back from their professional editorial career for a period for reasons such as care responsibilities (e.g. children or elderly relatives), further education or travel.

Starting a career break

If you think you will want to take a career break, please email the office in January or early February, so that they can note this in your membership record. When the renewal invoice is sent to you, this should show your grade as 'Entry-Level Member' so that the online system will then collect the correct subscription. If it shows your Professional grade, or if you are not able to give notice that you wish to start a career break, please contact the office as soon as possible so that we can make the necessary arrangements.

Your reason for stepping away from work will be your own. (The Society will ask when an application is made, but purely for statistical reasons; you will be under no obligation to supply that information and no career break will be refused on the grounds of the answer given.) All we ask is that you not be working or looking for work as an editor or proofreader, nor advertising as a Professional or Advanced Professional Member, during a career break; we trust members to abide by the scheme: no attempt will be made to 'police' this.

If you have taken one career break, we will not normally allow you to take a second.

Timing

To keep subscriptions as low as possible for all members, we need to keep administration as simple as possible. For these reasons a career break must run for one, or two, or three complete years, starting on 1 March (when membership is renewed) and ending on a 28 (or 29) February. We will often be able to backdate the start of your career break to 1 March if you contact us as soon as possible after receiving your renewal invoice; but not after you have renewed your subscription unless the circumstances are exceptional (such as serious accident or illness, or death of a child or partner).



Returning to Professional (or Advanced Professional) Membership

If you return on the 1 March after your career break starts, or the two after that, you will not need to go through the upgrade process.

When you are ready to return, please email the office in January or early February, so that they can note this in your membership record. When the renewal invoice is sent to you, this should show your grade as 'Professional Member' (or 'Advanced Professional Member') so that the online system will then collect the correct subscription. If your grade is still shown as 'Entry-Level Member', or if you are not able to give notice that you wish to end your career break, please contact the office as soon as possible so that we can make the necessary arrangements.

We will often be able to backdate the ending of your career break to 28 (or 29) February if you contact us as soon as possible after receiving your renewal invoice; but not after you have renewed your subscription. Your career break may not normally last for more than three years so, if we have not agreed in advance to extend it, then after three years you must either return to your old grade (see above) or leave the Society.

Other points

While you are on a career break, you will enjoy [the membership rights and benefits of an Entry-Level Member](#), and be liable to pay [the subscription rate for that grade](#).

In the unlikely event that a complaint should be made about you while you are on a career break, it will be [investigated in the usual way](#).