



## Associateship of the Museums Association – On Hold Policy

### What this policy covers

One of the strengths of the AMA is that it is directed by the individual. You can work at your own pace towards your Professional Review so that it fits in with work or life demands.

We want to support your development through the varied situations that life presents, and this policy has been developed to enable you to put your AMA on hold for an agreed period of time.

This policy outlines the context, process and responsibilities.

### Context

We want to be as inclusive as possible and this commitment to equality, diversity and inclusion is reflected in the **situations** covered by this policy:

- Maternity, Paternity, or Adoptive leave
- Parental leave
- Long-term sick or disability related absence
- Absences related to gender reassignment, pregnancy
- New job, Redundancy, Retirement or Unemployment
- Career break or sabbatical

The **on hold duration** will be influenced by the situation. Most AMAs are put on hold for a period of 3 months however this is often not the case for those associated with maternity, paternity or adoptive leave where in line with statutory requirements the AMA can be put on hold for up to 12 months.

### Process

If you want to put your AMA on hold please contact your mentor in the first instance to discuss current progress, agreed milestones and any other additional support available.

Once you are clear that putting on hold is the best option email [cpd@museumsassociation.org](mailto:cpd@museumsassociation.org) outlining the reason you wish to put your AMA on hold and the anticipated duration.

## **Responsibilities**

### **AMA Mentor:**

Explore with their mentee the reasons behind wanting to put the AMA on hold and discuss whether this is the most appropriate course of action.

### **AMA Candidate:**

Inform your mentor that you have put your AMA on hold and agree a date/ month to re-connect with them.

Contact the Museums Association if you wish to discuss extending your on hold arrangement.

### **Museums Association:**

Update records and payment details to cease payments during this on hold period.

Contact the AMA Candidate the month before returning to their AMA to support their return, inform them of any changes and provide opportunity for a 1:1 conversation.

If you want more advice then please contact the professional development team at the Museums Association, [cpd@museumsassociation.org](mailto:cpd@museumsassociation.org).