

Reserve Forces Leave Policy and Guidelines

King's is committed to supporting work-life balance and recognise that some employees have commitments outside of work. We, therefore, offer paid leave to employees in the reserve forces to meet their training commitments.

King's recognises that many of the skills that reservists gain during their training are transferable to the workplace. We will assist reservists as far as possible, taking into account unusual leave requirements or the need to amend working patterns.

The provisions in this policy are available to all staff regardless of sexual orientation, gender identity or any other protected characteristic.

This policy does not form part of your contract of employment. The University reserves the right to amend the terms of this policy when required.

Training Leave

You can apply for this leave as a member of the reserve forces to meet training commitments. You will be granted up to ten days' paid leave and up to ten days' unpaid leave to attend training.

To apply for the leave, you will need to have informed the University that you are a reservist or are considering becoming one.

The reserve forces are the Army Reserve, Royal Naval Reserve, Royal Marines Reserve and Royal Auxiliary Air Force. The Government website provides details of the [rights and responsibilities for reservists and employers](#).

How to Apply

You will need to agree the dates with your manager providing the reason for the time off and the dates you require. You will be asked to give as much notice of the leave as you can and may be asked to provide evidence.

Your manager will make a prompt decision and will confirm if your request has been approved. Upon approval, the leave should be recorded on PeopleXD. Managers should process any unpaid leave through [PeopleXD](#).

The leave will be granted per holiday year and if additional time is required you may be asked to use your annual leave.

Mobilisation Leave

If you are mobilised this will be taken as unpaid leave. During this period all contractual benefits will be suspended. The Ministry of Defence (MoD) will provide compensation for [loss of earnings and contractual benefits](#).

You will usually be given 28 days' notice of mobilisation and you should provide your manager with your call out notice as soon as possible.

Your manager should email hr@kcl.ac.uk to confirm the details of your mobilisation including:

- When the leave will start and the approximate date of return to work,
- The pension arrangements whilst away, and
- Relevant contact details whilst away.

You will receive written confirmation of the leave arrangements usually within 10 working days.

Things to Think About

Contract of Employment

Notice periods, the duty not to disclose confidential information and [Disclosure of Interests](#) will continue to apply for the duration of mobilisation.

Pay Increments

If mobilisation is for under 6 months, you will continue to receive the normal increment on your pay scale in accordance with your contract of employment.

If your mobilisation is over 6 months, incremental progression will be paused and will resume 6 months following your return to work in accordance with your contract of employment.

Regardless of the duration of mobilisation, any pay increases arising from the national pay award, will be reflected in the salary on return to work.

Annual Leave

You are encouraged to take any accrued leave prior to the mobilisation. Whilst mobilised annual leave, bank and public holidays and concessionary days will not accrue.

There will be no payment in lieu of any outstanding leave.

Pension

For the period of mobilisation, you can choose to contribute to the Armed Forces Pension or continue to pay the employee contribution to your university pension scheme. If you choose to continue contributing to the university pension, the MoD will make the employer contribution for the period of the mobilisation.

You should notify your manager which option you are taking so that appropriate arrangements can be made. Further advice is available from the [Pensions Team](#).

Organisational Change

Should a restructuring occur whilst you are on a career break, you will be contacted regarding this. Any changes will be managed under the [Regulation Pertaining to Redundancy Procedure for Academic Staff](#) and the [Change Management, Restructuring and Redundancy Avoidance: Policy and Guidance](#).

Maintaining Contact

You should talk to your manager and agree a level of contact during your mobilisation. You should supply your line manager with contact details and notify the university if these details change.

Return to Work

You should inform your manager as soon as possible of your return-to-work date. This must be no later than the third Monday after your last day of service.

When you return to work you should meet with your line manager to go through any changes whilst you have been away, this could include training on any new systems or procedures, reorganisation or new legislation.

Whilst we will seek to enable a return to work in the post you held, there is no guarantee. Where this is not possible, you will be offered suitable alternative employment on terms and conditions not less favourable than those you left. An induction and training will be provided as necessary.

If you choose not to return to work, you must submit the relevant notice in accordance with your contract of employment.

Exemptions or Deferrals

If your mobilisation would cause significant disruption to the operation of the university, King's can apply for an exemption or deferral of the mobilisation. You also have the option to apply for an exception, deferral or for the mobilisation to be cancelled.

A deferral can be up to one year and you will receive a new date to report for duty.

An exemption can be for a year or more and you will not be called up until the exemption expires.

Reservists and employers must apply to defer or revoke the mobilisation within 7 days of getting the call-out notice. If this deadline is missed, permission is required from the adjudication officer to make a late application.

If a deferral or exemption is being considered, for whatever reason, you should meet with your manager to discuss this.

Version control

Policy name	Reserve Forces Leave
Implementation date	19/05/2022
Last reviewed	01/04/2025
Policy owner	Employee Relations and Policy Team