



# Special Leave Policy

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## 1. Introduction

- 1.1. LSE is committed to developing a work culture that supports the work-life balance and wellbeing of employees. As part of this commitment, LSE recognises that there may be occasions when employees need to take time off work for reasons that are not necessarily covered under LSE's:
- Annual leave policies
  - Family leave policies (i.e. maternity and adoption, paternity, parental and shared parental leave)
  - Sickness absence procedures
  - Provisions for staff to take time off to achieve professional qualifications or undertake a course of study (although such time off may also be agreed as unpaid under this policy).
  - Leave types that apply specifically to academic roles (e.g. research leave).

Details of the above benefits may be found in their respective policies. This policy sets out the range of leave options that are available to enable employees to address more unusual circumstances (including taking leave at short notice), supporting them in achieving an appropriate balance between their work and personal commitments.

- 1.2. This policy is part of LSE's commitment to supporting a diverse and inclusive working environment. In line with the Equality Act 2010, no individuals requesting leave under this policy will be discriminated against or treated unfairly because of a protected characteristic. Subject to any eligibility criteria, all of these types of leave are available to all staff within the diverse LSE community, including LGBTQ+ and same-sex families.
- 1.3. This policy is accompanied by an Equality Impact Assessment (EIA) which aims to identify the policy's impact in terms of protected characteristics as well as ways in which any negative impact may be mitigated. Further details about LSE's EIA process can be found on the [EDI webpages](#).

## 2. Policy aims

- 2.1. The aim of this policy is to establish a fair and reasonable approach to handling non-standard leave requests so that there is a consistent approach in line with employment legislation, good employment practice and LSE's commitment to creating an inclusive and supportive work environment.
- 2.2. Through this policy and its complementary resources, LSE aims to:
- Contribute to a working environment in which staff have access to a clear set of leave options for a range of non-standard and unexpected scenarios;
  - Encourage supportive discussions between employees and line managers so that staff can maintain a satisfactory work-life balance which includes the ability to take reasonable time away from work for personal reasons and those related to certain public duties.

### 3. Policy scope

- 3.1. This policy and its supporting guidance apply to all LSE staff, whether on a permanent or fixed-term contract.
- 3.2. Under the Agency Worker Regulations 2010, after 12 continuous weeks in the same job, agency workers are entitled to the same basic terms and conditions as if they had been recruited directly by LSE – this includes basic pay, ability to apply for internal vacancies and annual leave. Individuals who reach 12 continuous weeks' service in this way can request and take leave under this policy in the same way as staff appointed on a permanent or fixed-term basis.
- 3.3. The leave options set out in this policy do not form part of the contract of employment and will not normally apply to casual or agency workers who have not worked for 12 continuous weeks in the same job. In addition, individuals working at LSE on a temporary or ad-hoc basis may not be eligible for certain statutory provisions set out in this policy. For example, the Employment Rights Act 1996 which allows individuals time off to undertake certain public duties does not apply to independent contractors or freelance agents. LSE still has a duty of care towards such individuals and managers are encouraged to respond sympathetically regarding any personal situations outside the workplace, especially those related to the care or wellbeing of dependants.

### 4. Policy responsibilities

#### 4.1. *Employees are responsible for*

- Following the notification procedures set out in this policy, depending upon the type of leave being requested.
- Where leave needs to be requested or taken unexpectedly or at short notice, letting their line manager know as soon as possible and making reasonable efforts to keep the manager updated during any agreed period of absence from work.

#### 4.2. *Line managers are responsible for*

- Considering all leave requests under this policy sensitively, fairly and reasonably.
- Supporting employees during any situations that are impacting on wellbeing, including signposting to resources as appropriate.

#### 4.3. *HR are responsible for*

- Advising managers and staff on the implementation of this policy.
- Receiving completed and approved requests made using the Special Leave Request Form and notifying Payroll where an agreed arrangement has pay implications.

#### 4.4. *Payroll are responsible for*

- Processing all leave requests that have implications for an employee's pay, especially periods of unpaid leave agreed under this policy.

## 5. Policy principles

- 5.1. LSE offers a generous holiday entitlement to all staff. While many LSE staff successfully balance their work and personal commitments using their annual leave, it is appreciated that circumstances can arise, often unexpectedly, when employees may require additional leave to address situations outside work. There are also statutory provisions that enable individuals to take periods of time away from work for the fulfilment of certain public duties.
- 5.2. Time off under this policy may be paid or unpaid. Where provisions in this policy refer to specific paid leave entitlements, they will be pro-rated for part-time staff.
- 5.3. Paid time off under this policy is not an automatic right. All requests should be considered separately, taking into account both the circumstances and operational requirements. A decision made in response to one request does not necessarily set a precedent for future requests. Where a leave request is approved, efforts should be made by the employee and manager to ensure that any impact on operational performance and delivery is mitigated where possible.
- 5.4. During any period of leave taken under this policy, the employee should keep in touch with their line manager and let them know when they expect to return to work, including if anything changes to affect their return date.
- 5.5. The scenarios covered under this policy are not exhaustive. Where a scenario falls outside those covered here, the employee and/or their manager can discuss the circumstances with their HR Partner and/or HR Adviser.
- 5.6. For all types of leave, line managers may, where there are exceptional circumstances, put forward a case for extended paid or unpaid leave to be provided. Cases should be in writing and sent to the Director of Human Resources (for Professional Services Staff) or to the Pro-Director Faculty Development (for Academic Staff), detailing how much leave is being requested and the exceptional circumstances and reasons that apply.
- 5.7. Leave options set out in this policy are a discretionary benefit and do not form part of the contract of employment; they may therefore be varied or changed by LSE.

## 6. Approval process

*This section sets out the approval process which should be followed for leave requests made under this policy. Where additional expectations apply to particular types of leave, these are detailed within the relevant section.*

- 6.1. Unless stated otherwise, all leave requests made under this policy should go via the employee's line manager. Approval is at the manager's discretion, although they should make efforts to approve reasonable requests.

- 6.2. Employees can request a period of leave under this policy by completing the [Special Leave Request Form](#) and forwarding the form to their line manager, or another appropriate authoriser (e.g. if the line manager is unavailable), as far as possible in advance of the start date of the leave. In making and considering requests respectively, the employee and manager are encouraged to discuss the situation in an open and collaborative manner, including how any impact on service provision could be mitigated. Both the employee's role and their personal circumstances should be taken into account in agreeing a suitable arrangement – for example, whether a disabled employee has a suitable homeworking set-up for ad-hoc or unexpected situations. Managers should consult with their HR Partner if they are unsure about how to handle a particular request. Separate Guidance Notes for Special Leave Requests are available from HR to guide individuals through completion of the request form.
- 6.3. It is acknowledged that, in some cases, it may not be practicable or reasonable to expect the employee to complete the Special Leave Request Form in advance of their leave (e.g. where they have experienced a shock such as a bereavement). In such cases, the arrangement, including agreed dates, should be confirmed in writing (e.g. by email) and the form may be completed at a later date.
- 6.4. Employees should keep their line manager updated if anything changes which is likely to affect their expected return date. In exceptional circumstances, staff may have returned to work before it is possible to contact their manager. In these instances, the employee should still inform their manager of the reason(s) for their absence when they return. Where leave is taken without either appropriate approval or reasonable efforts to notify the manager, this may be recorded as unauthorised absence; in such cases, pay will be suspended for the period of unauthorised absence and the matter may be formally investigated as a disciplinary issue.
- 6.5. Employees are entitled to an appropriate level of confidentiality concerning their lives outside work. Where an employee wishes to take time off under this policy, their line manager should be mindful (and, where feasible, should agree beforehand) about what information is shared with the team and other colleagues. Any confidential information provided through completion of the Special Leave Request Form will be shared on a strictly 'need to know' basis and any reporting on special leave requests (e.g. by HR) will be anonymised where possible.

## **Types of Special Leave**

### **7. Compassionate leave and bereavement support**

- 7.1. LSE recognises that coping with a bereavement can be difficult and often traumatic. In the event of the death of a close relative, LSE is committed to supporting staff by offering and agreeing compassionate leave to support them in taking the time they need away from work.

- 7.2. LSE staff can take paid leave in the event of the death of a close relative or someone else with whom the employee had a close continuing relationship. Compassionate leave is an important resource for staff at a difficult time and managers should be mindful of the particular circumstances and impact on individuals when providing support. Once compassionate leave is exhausted, annual or unpaid leave may be approved if the employee needs more time away from work.
- 7.3. For the purposes of both this section and policy, a 'close relative' is defined as a:
- Child
  - Parent or next of kin
  - Spouse or partner
  - Sibling
  - Grandparent
  - Parent-in-law
  - Someone who is a relative or close friend of the employee who is most important to them but does not fall into one of the categories above.
- 7.4. Compassionate leave is normally for up to two days (pro-rata for part-time staff), although line managers may, after consultation with their HR Partner, approve a longer period of paid leave of up to 15 days, for example where:
- An employee's close relative or dependant is terminally ill or when, in the absence of other nursing arrangements, the employee is responsible for care.
  - An employee's close relative or dependant is due to undergo a period of significant medical treatment, e.g. a complicated surgery.

The time off does not need to be taken consecutively. If an employee is responsible for making funeral arrangements and/or there are other extenuating circumstances (for example if the death and/or funeral is in an overseas country), a total of up to five days' paid leave may be approved – see ***Time off for funerals***.

- 7.5. An employee who wishes to take compassionate leave should notify their line manager as soon as is reasonably practicable. Employees do not have to complete a Special Leave Request Form before taking compassionate leave (although they may choose to do so); a brief agreement with their line manager will suffice in most cases – either through discussion or email. If their line manager is unavailable, the employee should contact another suitable individual, which could be the line manager's manager or a nominated deputy. If they are unable to speak with an appropriate manager, the employee should leave a message and contact details so that the manager may then get in touch with the employee.
- 7.6. LSE recognises that a bereavement can affect different people in different ways. Line managers have an important role to play in supporting staff, recognising that the nature and level of support that the employee will need will vary by individual circumstances. Managers should also be prepared to be reasonably flexible in terms of when (and how) the employee returns to work, as well as signposting to relevant support as appropriate. In addition,

managers should be mindful that employees may require additional time off for religious or cultural reasons related to the bereavement, for example to enable them to attend mourning rituals.

- 7.7. In some situations, a short-term change in working arrangements may be appropriate, such as offering flexible working to enable the employee to make a phased return to work. Throughout this period, line managers should be actively involved (or as actively involved as the employee indicates) in signposting to relevant support, such as the Staff Counselling Service and/or Employee Assistance Programme (EAP).

### ***Time off for funerals***

- 7.8. Where an employee requests time off to attend the funeral of a close relative, paid leave should normally be granted for the day of the funeral, in addition to any period of compassionate leave already agreed. Paid time off may also be given, where possible, to enable an employee to attend the funeral of a close friend or work colleague.
- 7.9. Line managers should consider the employee's circumstances when granting leave to attend a funeral. In particular, some employees may need to travel long distances, including travelling overseas. In such circumstances, one or a combination of paid, unpaid and annual leave may be agreed between employee and manager (with input as required from the HR Adviser).

### ***Bereavement support***

- 7.10. LSE has a range of resources to support employees who have experienced bereavement, including:
- A Staff Counselling Service which offers both in-person and telephone appointments
  - An Employee Assistance Programme which can be contacted 365 days a year
- 7.11. External sources of help and support for bereaved employees include:
- The [NHS](#), which offers advice and support, as well as information on specialist bereavement support groups;
  - An employee's GP;
  - [Age UK](#) has a website which includes guidance and support on coping with bereavement;
  - [Marie Curie](#) supports families living with a terminal illness;
  - [Healthwatch](#) has a website offering a comprehensive list of different organisations that may help those suffering bereavement.

## **8. Parental bereavement leave**

- 8.1. LSE recognises that, while coping with any bereavement is difficult, the death of a child can be particularly distressing. In the event of the loss of a child under the age of 18, employees can take parental bereavement leave under this policy. This leave may be taken in combination with other leave types, e.g. a period of compassionate leave may be followed by parental bereavement leave. In the case of a pregnancy loss or stillbirth, the period of

parental bereavement leave must start after the period of maternity leave or paternity/partner's leave has ended, but it does not have to be taken immediately after. LSE's [Maternity Policy](#) details other support which is available.

- 8.2. All employees can take parental bereavement leave if they are the parent of the child who has passed away or the partner of the child's parent. This provision also applies to employees who have parental responsibility for a child, including adoptive or foster parents and step-parents. If an employee has lost more than one child, they are entitled to separate leave for each child who has passed away.
- 8.3. Employees can take up to two weeks of parental bereavement leave, as either:
- A single block of two weeks; or
  - Two separate blocks of one week each.

If it is more beneficial to the employee to take the leave as individual days, this can be considered by the line manager on a case-by-case basis; every effort will be made to accommodate these requests.

- 8.4. Employees who wish to take parental bereavement leave should notify their line manager no later than when they are due to start work on the first day on which they wish to take leave or, if that is not feasible, as soon as possible afterward. LSE appreciates that this is an incredibly challenging time for employees. In addition to the initial period of bereavement, it is recognised that the anniversary of the death of a child can be especially difficult. For that reason, parental bereavement leave may be taken at any point within 56 weeks following the bereavement. In all cases, it is expected that the employee and line manager will work together to agree the arrangements and that the manager will actively support the employee, including signposting to bereavement support where appropriate.
- 8.5. A period of parental bereavement leave will normally be paid at the statutory rate, in which case the employee's line manager should notify Payroll of the dates of any such period of leave so that appropriate adjustments can be made.

## 9. Dependants' Leave

- 9.1. An employee who is the main carer of a dependant can apply for reasonable time off to deal with an emergency involving that dependant. This time off might be to:
- Provide assistance when a dependant falls ill, gives birth or is injured or assaulted
  - Make arrangements for the provision of care for the dependant if they are ill or injured
  - Address the unexpected disruption or termination of arrangements for the care of the dependant, e.g. if a school or nursery closes unexpectedly
  - Deal with an unexpected incident which involves their child at school or another educational establishment



- 9.2. Managers are encouraged to be open-minded about what constitutes a 'dependant' under this provision – this may be an individual's parent, partner, child or someone who lives as a family member; however, it may also be someone unrelated to the employee. Time off may also be agreed for the care of a person who is not a dependant but who relies on the employee if suddenly ill or injured, such as an elderly neighbour or friend. Managers can contact their HR Partner or HR Adviser if they are unsure whether dependants' leave is appropriate in a given situation.
- 9.3. Staff who need to be absent must tell their line manager as soon as practicable and inform them of the reason for the absence and the estimated time they will be away from work. In some situations, it may not be possible for the employee themselves to provide advance notice of their need for time off, in which case the employee, or someone on their behalf, should notify the line manager as soon as they are reasonably able to do so.
- 9.4. In most circumstances, the amount of dependants' leave will be a maximum of 1-2 days at any one time and will be paid at the employee's normal rate of pay. Where a longer period of time away from work is required, the circumstances will be fairly considered and time away may be treated as annual or unpaid leave.

## **10. Domestic emergencies**

- 10.1. Employees can take a reasonable period of paid time off work to address a genuine domestic emergency which is not covered under the other sections in this policy. Situations that might be considered a 'domestic emergency' include but are not limited to:
- Burglary
  - Vehicle theft or accident
  - Emergency home repairs, e.g. arising from or to avoid flooding
  - Another unexpected event which reasonably requires the employee to take a brief period away from work to address the situation
- 10.2. If a domestic emergency occurs which is likely to require the employee to take some time away from work, they should let their line manager know promptly – where possible before the employee is due to start work.
- 10.3. There is no set period of leave to which staff are entitled in the event of a domestic emergency, and each case should be assessed and managed in line with the individual circumstances. Normally, it is anticipated that a maximum of one day will be enough for the employee to address the immediate situation and to make alternative arrangements as required, after which the employee should return to work as soon as reasonably practicable.
- 10.4. The provisions in this section apply to domestic emergencies that are unexpected. Where an employee knows about a situation beforehand (e.g. if maintenance work has been scheduled for their house), they should make appropriate arrangements with their line manager for how this time will be handled – solutions might include a temporary period of remote working for a whole week, annual or unpaid leave.

## 11. Unpaid leave

- 11.1. Unpaid leave is an option which may be appropriate in a range of circumstances, including many scenarios under this policy. Any LSE employee may apply for unpaid leave, regardless of their staff group or length of service. Unpaid leave may be used in conjunction with another leave arrangement as well as to cover longer, unexpected absences that are normally beyond the scope of this policy. An employee does not need to have exhausted their other leave entitlements (such as annual leave) to agree and take a period of unpaid leave.
- 11.2. Employees who wish to take a period of unpaid leave are encouraged to first discuss the situation with their line manager. Where unpaid leave is agreed to enable the employee to address a situation (or fulfil a role) outside work, the line manager should notify Payroll of the dates so that appropriate adjustments can be made.
- 11.3. Where unpaid leave is required on a longer term or ongoing basis, the employee can request this by completing a formal Flexible Working Request Form, briefly explaining the reasons for the leave and the period of leave requested. Further information about flexible working in general can be found in the Flexible Working Policy, which is supported by the Flexible Working Toolkit.
- 11.4. The following apply during a period of unpaid leave:
- The employee's employment is continuous, i.e. their continuous service is unaffected.
  - Up to one month, the employee will continue to accrue their contractual annual leave entitlement. Where the period of unpaid leave extends beyond one month, the contractual annual leave entitlement will cease during the leave period and the employee will accrue annual leave at the statutory rate (i.e. 28 days per annum including bank holidays, pro-rata for part-time staff).
  - Where unpaid leave is approved for less than two continuous weeks, there will be no implications for the employee's pension contributions. However, where unpaid leave is approved for longer, LSE will not maintain paying employer contributions during the unpaid leave period. Employees should therefore contact the Pensions team in HR to discuss pension implications if they are considering applying for a period of unpaid leave of more than two weeks.
- 11.5. A period of unpaid leave may also be taken to enable a working parent to care or otherwise spend more time with their young child. Please see the [Parental Leave Policy](#) for more details, including the procedure for requesting and taking unpaid parental leave.

## 12. Volunteering leave

- 12.1. All LSE employees are eligible to take up to five paid days per calendar year (pro-rata for part-time staff) as volunteering leave. Volunteering leave might be used for activities that 'give back' to a community, for learning new skills or undertaking some other work outside LSE which is beneficial to personal wellbeing.
- 12.2. The employee should discuss their volunteering leave request with their line manager well in advance of when they wish the leave to start. The agreed arrangement should be confirmed in

writing. Volunteering leave may be taken in one continuous block (which might be suitable if, for example, the employee's role has quieter periods during the year) or as a number of different days spread over a longer time period.

- 12.3. Staff who wish to take volunteering leave are also encouraged to complete an online form, which can be found on the [Social Wellbeing webpage](#). While completion of the form is not required for approval of the leave, it is helpful to assess the take-up of this benefit.

## **13. Religious and cultural observance**

- 13.1. LSE is a diverse community and as such the School recognises that some employees may need time off in relation to religious and cultural observance. This is typically anticipated to involve requests for a day off for a particular religious or cultural occasion, although it may also be on a daily or weekly basis for a small number of staff.
- 13.2. All staff who need time off for religious or cultural observance are entitled to request:
- Temporary flexibility in the arrangement of shifts, rotas and working hours in general.
  - Leave options that may include annual leave, unpaid leave or another type of leave as agreed with their line manager.
  - Where a change to an employee's hours and/or location of work as a result of religious or cultural observance is likely to be ongoing, they can choose to submit a formal flexible working request.
- 13.3. Managers should be sympathetic to requests related to religious and/or cultural observance, and should try to accommodate them where it is reasonably practicable to do so and where the impact on service delivery is manageable.

## **14. Time off to visit relatives abroad**

- 14.1. LSE has a staff community of many nationalities. As such, it is recognised that some employees have close relatives abroad whom they may wish to visit for an extended period.
- 14.2. Where staff wish to visit relatives abroad, a number of different options exist for how such requests may be handled, including:
- Managers may exceptionally agree to approve periods of annual leave of more than two weeks
  - Unpaid leave may be agreed, including in conjunction with another leave type (e.g. to follow annual leave once the latter is exhausted)
  - Allowing employees to work remotely for longer than normal
- 14.3. Where an employee wishes to stay abroad for a longer time and intends to work during at least some of that period, the [Overseas Working Policy](#) should be consulted and their line manager should contact the relevant HR Partner before the leave is approved.

## **15. Jury service**

- 15.1. Employees who are called for jury service (or to attend court as a witness) are entitled to reasonable paid time off to attend. Jury service is normally expected to last up to 10 working days, unless an employee is granted an exemption, but may on occasion be longer.
- 15.2. Staff will be paid their full salary during jury service and therefore will not need to claim loss of earnings from the court. During the period of jury service, if an employee is not needed at court for any day on which they would normally work, they are expected to return to work (which may include working remotely where suitable).
- 15.3. Staff should notify their line manager as soon as they receive notification that they are required to attend court so that, where necessary, arrangements can be made to cover their absence. The employee should provide their manager with a copy of the Court summons and any other relevant documentation. In exceptional circumstances and on a one-off basis, staff may be asked to delay their jury service if their absence is likely to have a significant detrimental impact on LSE's operational delivery.

## **16. Public duties**

- 16.1. Under the Employment Rights Act 1996, employees who hold certain public positions have a right to reasonable unpaid leave to carry out those public duties. This includes if an employee is a magistrate, member of a local authority, member of a relevant health or education body, or certain other public roles.
- 16.2. Public duties under this provision might include:
  - Attendance at meetings of the public body, including any committees or sub-committees;
  - Performance of duties approved by the public duty;
  - Mandatory training associated with the role.
- 16.3. The employee should discuss their public duties role with their line manager, where possible in advance of undertaking the role, and how much time away they are likely to need each year. New starters at LSE who already hold a position with a relevant public body, or employees who take up such a position, should provide written notification to their line manager.
- 16.4. Employees should give their line manager as much notice as possible of any public duties for which they wish to take leave. Leave requested at short notice (i.e. less than one week) may be granted but at the line manager's discretion.
- 16.5. Staff who are unsure whether a particular public position qualifies for leave under this policy are encouraged to raise this with their HR Partner.

## **17. Travel and weather disruption**

- 17.1. Each employee is responsible for making appropriate arrangements to be able to work on time. If employees know that their commute is likely to be disrupted as a result of travel and/or weather disruption (or indeed another factor), they should raise this with their line manager as soon as possible.
- 17.2. Where it is not possible or reasonably practicable for an employee to travel to campus, alternative working arrangements (e.g. working remotely or taking a period of time in lieu) should be agreed between the employee and line manager. Managers responsible for shift workers or staff who, due to the nature of their role, cannot easily work remotely or take time in lieu, should plan ahead where possible for disruptions.
- 17.3. It is acknowledged that travel and/or weather disruption may on occasion affect a larger number of staff, for example as a result of:
- Severe weather conditions resulting in delays or cancellations to public or private transport
  - Major disruption due to accidents
  - Industrial action affecting public transport services
  - Fuel crisis
  - Other incidents, including those involving emergency services

In such events, LSE makes every effort to keep operational activities going, including anticipating disruption in advance where possible and communicating advice to staff. If it is necessary to restrict access to buildings, staff will be notified as early as possible. LSE maintains [a webpage](#) which provides current business continuity news and advice for both staff and students.

- 17.4. Where travel or weather disrupts the employee's location or hours of work, they may agree with their line manager to:
- Work from home: while this may not be suitable for all roles, reasonable efforts should be made to accommodate it, e.g. using the time to complete relevant online training where the employee is unable to undertake their normal duties.
  - Take time off in lieu (TOIL) using hours already worked.
  - Agree to work the hours lost at another time.
  - Take annual or unpaid leave.
  - Request dependants' leave if their child's school or nursery is closed. This may also apply where the employee is in fact able to attend campus but needs to take time away to address an unexpected breakdown in childcare or other caring arrangements.
- 17.5. If the employee is overseas and is unable to travel home safely, they should discuss with their line manager whether it is practicable for them to work remotely until they are able to travel again.

## **18. Armed Reserve Forces Training**

- 18.1. LSE acknowledges that staff who are volunteer members of the Armed Reserve Forces may need to take time off each year to attend training camp. Staff should let their line manager know as early as possible when they need to take time off. Employees must provide documents to their line manager evidencing their membership and confirmed dates of the annual camp.

- 18.2. Time off under this section may be taken as annual or unpaid leave.
- 18.3. Where the employee would like to adjust their work pattern to enable them to attend regular training, they may ask to do so by making a flexible working request under the Flexible Working Policy.

### **Mobilisation**

- 18.4. In the event that the employee is mobilised (i.e. called away for active service), the following will apply:
- Mobilisation may be compulsory or voluntary. Compulsory mobilisation cannot be refused but the employee may be asked to apply for an exemption, deferral or revocation if their absence is likely to have a serious impact on operational service or delivery. Where this is the case, the application must be made within 7 days of the employee's receipt of the mobilisation notice. Reservists are normally given at least 28 days' notice of mobilisation and the period of mobilisation can range from 3 up to a maximum of 12 months. An employee who wishes to volunteer for mobilisation must seek prior agreement from their line manager. LSE is not obliged to give consent for voluntary mobilisation and line managers should consider any such requests within the context of the anticipated impact on the team.
  - Time away from LSE will normally be recorded as unpaid leave. Annual leave will not accrue during this period. Where applicable, the Ministry of Defence will pay employer's contributions to the employee's LSE pension, subject to the employee continuing to pay their own pension contributions. LSE may apply to the MOD for an employer's award in respect of any replacement costs that exceed the employee's earnings, for any non-recurring costs (such as agency fees and advertising costs where the employee's role has been covered by recruitment), and for any additional training needed as a result of their absence when they return to work.
  - Mobilisation will not create a break in employment if the employee is reinstated within 6 months of demobilisation. After mobilisation, employees have the right to be reinstated to their former job within 6 months of mobilisation on terms and conditions that are no less favourable. Where this is not possible, they will be offered an alternative position with equivalent terms and conditions. The employee must write to their line manager no later than the third Monday after demobilisation confirming their intention to return within 13 weeks. In exceptional circumstances, this may be extended up to a maximum of a further 13 weeks. It is an offence to dismiss an employee because they have been, or are likely to be, called up for military service.
- 18.5. Further information about Reserve Forces, please see the [government webpage](#).

## **19. Policy implementation and review**

- 19.1. This policy and its complementary resources will be promoted through the onboard process for new staff, training for managers and periodic promotion.
- 19.2. This policy and its accompanying EIA will be reviewed in line with HR's policy schedule as well as any changes in the statutory environment.

## Review schedule

Review interval	Next review due by	Next review start
3 years	November 2026	May 2026

## Version history

Version	Date	Approved by	Notes
1	September 2017	JNICC	Known as 'Staff Support Leave Policy'
2	November 2023	JNICC	

## Links

Reference	Link

## Contacts

Position	Name	Email	Notes
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## Communications and Training

Will this document be publicised through Internal Communications?	<b>Yes/ No</b>
Will training needs arise from this policy	<b>Yes/ No</b>
If Yes, please give details Awareness of this policy will be promoted via communications and training for managers	