



Teaching Intensive Research Informed



4.0 Time Off for Reservist Activities

Professional Support employees who are reservists will be given an additional five days paid discretionary leave. Academic employees who are reservists will be able to use the assigned five discretionary days leave (usually agreed to

Where mobilisation occurs, the employee will be granted special unpaid leave of absence. Employees will not accrue annual leave during the period.

The University recognises that, under the Reserve Forces (Safeguard of

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for an exemption, deferral or revocation of mobilisation. The University recognises that the criteria for exemption, deferral or revocation are strict and an application will only be made in exceptional circumstances.

6.1 Pay During Mobilisation

There is no requirements for the University to pay the reservist during his/her absence on military operations. During this period the reservist will receive service pay from the MoD in line with their military rank, along with a standard award to make up any shortfall (up to the statutory limit) between their service pay and normal average weekly earnings.

The University will also continue to pay their occupational pension scheme (as long as the employee gives an undertaking to continue paying their own contributions to the scheme during the period of mobilisation).

6.2 Demobilisation

Regardless of the length of military action, the mobilised reservist has the right to be reinstated to their former role with the University within six months of demobilisation, on terms and conditions that are no less favourable than those in place before mobilisation.

If it is not reasonably practicable to reinstate the employee to their former role, the University will re-engage them in the most favourable role that is reasonably practicable in the circumstances.

To exercise the right to be reinstated the reservist must write to the University by no later than the third Monday following demobilisation confirming their intention to return to work within the following 13 weeks. This 13 week period may be renewed for a further 13 weeks if circumstances such as illness or injury prevent the reservists return during the initial period. However, the reservist forfeits their right to return to work with the University if they fail to do so within 26 weeks of demobilisation.

The University will take all
integration back into their School/Service. -



6.3 Unauthorised Absence

The University will treat any instances of unauthorised leave as a disciplinary matter which could result in disciplinary action, up to and including procedural dismissal.

Employees should be aware that should they take a period of leave that has not been approved, they will be subject to disciplinary action on their return to work.

6.4 Continuity of Employment

period of employment with the University will not be broken by the period of mobilisation if the employee is reinstated to their former employment within six months of demobilisation.

However, employment, the University will discount the number of days falling in the period between the date on which the reservist is called up for military operations and the day immediately preceding the day on which they return to work.

7.0 Support for Line Managers of Reservists

Line managers should speak to their HR Business Partner in the first instance should they have any questions relating to this statement or should they need further information.

8.0 Further Information

Further information can also be obtained from the following websites:

<https://www.gov.uk/employee-reservist/introduction>

<https://www.gov.uk/government/consultations/employment-protection-for-reservists>

