



Ministry  
of Defence



**MINISTRY OF DEFENCE POLICE**  
**STATEMENT OF CIVILIAN PERSONNEL POLICY**  
**EXTENDED SPECIAL UNPAID LEAVE (ExSUL)**

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**MINISTRY OF DEFENCE POLICE (MDP)  
EXTENDED SPECIAL UNPAID LEAVE (EXSUL)**

**DESCRIPTION**

The following Policy Rules and Guidance apply to taking an unpaid absence from the workplace for a period in excess of 3 months. Absences for periods up to 3 months in duration are covered under Special Unpaid Leave (SUL).

**EQUALITY & DIVERSITY IMPACT ASSESSMENT**

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

**Part 1 and Part 2 Assessment (full Equality and Diversity impact assessment undertaken). This policy is due for review in September 2013.**

**OVERVIEW**

Extended Special Unpaid Leave, (EXSUL) commonly referred to as a career break enables officers to take a period of approved unpaid absence from the MDP in excess of three months to do something that is of direct or indirect benefit for the business and the individual. Typically ExSUL is used for caring purposes for children or relatives or to accompany an Armed Forces or MOD spouse/partner on change of location.

The MDP recognises that ExSUL is a valuable strategic work force planning tool and an important element in ensuring that the Department maintains its positive flexible working profile as an employer of choice.

**There is no legal entitlement to ExSUL. Extended absences from the workplace should not be regarded as an automatic right by employees.**

**All applications must demonstrate a clear and tangible business benefit and the decision to approve or not approve ExSUL must demonstrate that such a decision is, overall, in the best interest of MOD Business.**

**WHO DOES THIS APPLY TO?**

This guidance applies to all MOD Police Officers.

## **TASK 1 – EXTENDED SPECIAL UNPAID LEAVE (EXSUL) – POLICY STATEMENT**

### **FOR YOU AS AN EMPLOYEE**

#### **WHAT YOU NEED TO KNOW**

#### **FRAMEWORK FOR ExSUL**

##### **General**

1. Extended periods of absence place obligations on both the employer and employee to understand and meet the terms under which approval is granted.
2. The employment relationship is not broken by an approved period of absence under this policy.
3. There is no legal entitlement to ExSUL. Extended absences from the workplace should not be regarded as an automatic right by employees.
4. The decision to approve or not approve ExSUL must demonstrate that such a decision is, overall, in the best interests of MDP business.
5. You remain the financial and line management responsibility of the MDP during the period of ExSUL and upon your return until such time as you secure an established post or leave through redundancy, resignation or retirement or dismissal.
6. The maximum total period ExSUL can be approved for is 3 years. ExSUL should only be approved for periods up to 12 months except where a case can be made for a longer period to accompany an Armed Forces or MOD spouse/partner on change of location. Officers on maternity leave can apply for up to three years ExSUL following maternity leave, e.g. 12 months maternity leave plus three years ExSUL.
7. Approval may be given for an initial period in excess of 12 months where it is practicable to do so.
8. It is expected that requests associated with periods of maternity or paternity leave, caring for family or to accompany an Armed Forces or MOD spouse/partner should be fully considered. However clear and tangible benefit to MOD business must remain the deciding and paramount factor.
9. You have a right (and are expected) to return to work at the end of the period of approved ExSUL, but the department cannot guarantee a post will be available on return.
10. You have the right to return to a job in the same rank with the same conditioned hours as worked before and in the same travel to work area (for officers with limited mobility).
11. As a Mobile grade you will be expected to meet your mobility obligation if no post exists in your original travel to work area. Officers with a limited mobility who wish to return to an area outside the original travel to work area should not expect the MDP to accommodate this request; however you may apply for advertised posts before your

return to work to seek to secure a post in your new travel to work area.

12. An officer who returns at the end of the approved period of leave remains the responsibility of the original line management (within the original portfolio area) and is entitled to be paid, from the approving manager's budget, from that date; even where no designated post exists for the officer at that point in time.
13. For the duration of the ExSUL you are regarded as employed by the MDP and therefore remain subject to the relevant discipline and conduct provisions. If you are subject to disciplinary action or criminal charges during ExSUL this may prevent a return to work. In the first instance advice and guidance must be sought from the Professional Standards Department as to action to be taken in such circumstances.
14. ExSUL does not reckon for superannuation, leave purposes or for calculation of Voluntary Early Release Schemes (VERS) or Redundancy, but seniority dates are unaffected. An officer's pay point and rank will be protected for the duration of the ExSUL i.e. an officer on Pay Point 5 will return to Pay Point 5. Paid sick absence is not allowed during ExSUL. The period does not count for the award of the long service certificate.
15. Provision should be made to grant outstanding leave entitlement before the ExSUL starts.
16. There is no appeal process for ExSUL decisions, but if you feel that your application has not been dealt with to your satisfaction, you should consider firstly speaking to your line manager informally and secondly using the MOD grievance procedure.
17. You will not be granted ExSUL if it is primarily to take up paid employment however, agreement may be given for you to work providing the employment is on a part time, casual or temporary basis and providing that no conflict of interest exists. ExSUL is not provided or used as a "safety net" for officers who choose to try another career, but wish to keep their options open if things do not work out.
18. In accordance with business interest regulations and private life restrictions, permission to work during ExSUL must be obtained from Line Managers prior to commencement of employment. The Line Manager may seek guidance from the Divisional Commander or equivalent as necessary.
19. You may only apply to take ExSUL once your probationary period has been successfully completed.
20. Housing emolument will not be paid during ExSUL but entitlement on return will be identical to that on commencement subject to policy changes and personal circumstances. An officer living in officially provided rent free accommodation should discuss with the relevant housing officer their future in that property before applying for ExSUL.
21. If you are a member of the Defence Police Federation and wish to continue with that membership you must make your own arrangements to pay the relevant subscriptions.

#### Before commencing ExSUL

22. As extended unpaid absences from the workplace have implications for Officers' conditions of service e.g. leave, superannuation, you are responsible for ensuring you are aware of these implications so you can make an informed decision on whether to apply for ExSUL.
23. Applications for ExSUL are to be made using **HR Form 160: Application for Extended Special Unpaid Leave (ExSUL)**. State the reason for the request, the period of the absence, whether you intend to work during the absence and what type of work may be pursued (to address any apparent conflict of interest issues) and provide any supplementary evidence to support the application e.g. a copy of posting order if accompanying spouse/partner.
24. Women taking maternity leave (See **Policy, Rules & Guidance: MOD Police Maternity, Adoption, Paternity and Parental Leave**), should, when practicable, plan ExSUL requirements prior to finishing work. This will assist with workforce planning considerations and to provide a degree of certainty for the individual. Your right to request to work a non-standard working pattern (See **Policy, Rules & Guidance: Working Patterns**) on return is an issue to be managed with your return.
25. The application is to be discussed and progressed by the immediate line manager to the Approving Authority which would normally be either ACC (DO) or ACC (CO) dependant on where the applicant is based. The Approving Authority must be at one star level. The Approving Authority must complete the second part of **HR Form 160: Application for Extended Special Unpaid Leave (ExSUL)** and return it to the line manager.
26. All applications will be robustly scrutinised taking into account future staffing projections alongside the business benefits of approval. In particular applications that would act as a 'safety net' for employees choosing to try another career will not be recommended for approval. The Approving Authority must decide whether to replace the individual permanently or to keep the post open and only fill it temporarily.
27. Upon approval/disapproval the Approving Authority will pass the application back to advise the line manager of the outcome of the application, stating reasons in the case of disapproval. The line manager is to forward HR Form 160 to the DBS who will, if the application was approved, provide the applicant with a letter confirming the start and finish dates. The line manager is also responsible for ensuring DBS are notified of the approved absence so appropriate administration action can be taken e.g. stopping pay, issuing letters, and activating the Keeping in Touch (KIT). (See **Keeping In Touch (KIT) Scheme**) The line manager is also responsible for notifying the DBS of refused applications so that the system can be effectively monitored.
28. As an employee on ExSUL from the workplace, to facilitate the effective operation of the KIT, and to optimise your re-integration you must confirm your contact details i.e. mailing and residential address, email where applicable) and contact phone numbers to your line manager and on HRMS. If you have no access to HRMS, you should contact the DBS prior to commencing ExSUL as soon as practicable. Also see para 31 about the need for you to advise changes to your contact details, particularly change of address, while on ExSUL.
29. Before ceasing work, you must make sure you have fulfilled any security or IT related requirements and returned any equipment. You may retain relevant uniform but must

hand in your warrant card prior to commencement of ExSUL.

30. If your application for ExSUL is refused, and you choose to resign you should not assume that resignation in these circumstances will provide any automatic entitlement to guaranteed reinstatement terms. This remains solely at the MDP's discretion.

#### While on ExSUL

31. During the period of ExSUL, you will have access to the Department's Keeping In Touch (KIT) arrangements (See **Keeping In Touch (KIT) Scheme**). The primary responsibility for ensuring this contact is maintained rests with the individual. You **must** notify any changes to contact details (e.g. change of address) to your line manager and the DBS during your absence.
32. In the event that your work area is run down or closed during your absence on ExSUL, you are to be included in any redeployment exercise as if you had remained in the workplace.
33. Where the line manager is unable to be identified as a result of the rundown or closure, the DBS is to liaise with the MDP business area that takes over responsibility for the function to have the individual assigned a line manager for the purpose of facilitating their return to work. The role of that line manager will also be to arrange meaningful work commensurate with the individual's rank where they return and no designated post is available.
34. The DBS will contact you by recorded delivery 4 months prior to your expected date of return. In the event that you do not hear from the Department the onus rests with you to make contact with the DBS not less than 3 months prior to the expected date of return.
35. Unless your post was kept open for you, on return the only way an you can be placed in a post is through Supported Moves.
36. Requests for extension beyond the initially approved period can be made, up to the 3 year maximum, but you should not assume that they will be approved. Such applications should be made in writing at least 3 months prior to the expiry of the approved absence. They are to be based on the original application and contain any supporting evidence. Including evidence of the continuing benefit to the business. The Approving Authority must complete **HR Form 160: Application for Extended Special Unpaid Leave (ExSUL)** and return it to the DBS.
37. Extensions to ExSUL can also be negotiated to accommodate pregnancy or a second pregnancy. If you become pregnant during your period of ExSUL and the return to work date is affected, you should immediately contact the DBS who will inform you of your revised return to work date. The period of ExSUL will cease and re-start again at the end of the period of maternity leave. The maximum period of ExSUL is 3 years including the period taken before the maternity break.
38. You may request to return to work prior to the expiry of a period of approved ExSUL. The application is to be made in writing at least one month before the requested early return date. The Approving Authority must complete **HR Form 160: Application for Extended Special Unpaid Leave (ExSUL)** and return it to the DBS. If approved, the

individual returns to work on the newly agreed date when pay will commence. If not approved, you cannot return until the expiry of the approved period of ExSUL.

39. Approval to return early from an approved period of ExSUL will not be given where no post exists.

#### Returning after ExSUL

40. At the end of an approved period of absence, you are entitled to return to the MDP to a job in the same rank with the same conditioned hours as worked before and be paid from the end of the approved period of absence. Officers with limited mobility are entitled to return to work in the same travel to work area. Mobile grades have a right to return to work, but will be expected to meet their mobility obligation if no post exists in their original travel to work area.

41. The DBS will, having commenced liaison with you and the line manager four months before your expected date of return to work, confirm the agreed return to work arrangements in writing. This will occur as soon as practicable and not later than one month before the return to work date. Where a change arises within a month of the return to work date, DBS will confirm the change in writing as soon as practicable, and not later than the date of re-commencement. You should tell the DBS if you have not received confirmation in writing at least one month before returning to work.

42. You remain the responsibility if the line management area, both during your absence and after you return, even where no post is available. Your line manager will be expected to continue to provide work commensurate to your rank until such time as you secure a post (or leave MDP) and assist you with your redeployment efforts.

43. If you refuse a reasonable offer of a suitable post or fail to return at the end of the agreed period you will not be paid. The MDP will commence action in line with departmental policy on unauthorised absence (see **Other Special Leave and Absence**).

44. If you have moved outside your travel to work area since commencing ExSUL, you may seek to find a job closer to your new locality through advertised posts. However the MDP's obligation on your return extends only to providing work at the original location.

45. The approval of ExSUL does not negate your access or confer any right to the MDP's redundancy arrangements. You will be managed in accordance with the provisions of the Department's redundancy policy, should such circumstances arise.

46. The Department retains the right to recover the Police Paid Maternity Leave, in excess of the statutory entitlement, if the mother resigns during ExSUL.

#### Transitional Arrangements for employees already absent.

47. If you are already on extended absence from the workplace you will be managed under this policy as follows:

- Requests for an extension to a period of absence commenced under previous MDP policy are to be managed in accordance with the provisions of this policy.

- Returns to work are to be managed under the provisions of this policy for those granted leave under MDP PPM Career Break chapter.
- Returns to work associated with Special Unpaid Leave to Accompany Spouse (SULAS) cases are to be managed in accordance with the terms of the approval of the SULAS. Individuals returning from SULAS must contact DBS who are to refer all cases to the business area for advice in the first instance.
- In the event a person has been away from the Department for such a period of time their previous line management area cannot be identified, you will be assigned a point of contact within the business area that takes over responsibility for the function. When you return that business area will be responsible for your management and providing work at your level until such time as you find a permanent post or you leave the MDP.

### WHAT YOU NEED TO DO

1. You must read this policy carefully before applying for ExSUL and must be fully aware of your key responsibilities as set out below.
2. Ensure you understand the implications of taking an extended absence from the workplace on your employment and conditions of service. DBS can assist in this regard.
3. Discuss it with your line manager in the first instance. Complete and submit your **HR Form 160: Application for Extended Special Unpaid Leave (ExSUL)** providing the requested information as described earlier.
4. If approved, sign the undertaking on the approval letter and return to DBS.
5. If your application is not approved there is no right of appeal against the ExSUL decisions but if you feel that your application has not been dealt with to your satisfaction, you should firstly speak to your line manager informally and secondly using the MOD grievance procedure.
6. Make sure you have updated your contact details prior to leaving and during your absence and completed any Security IT or equipment return requirements and handed in your warrant card.
7. If you work during your absence, you are to avoid any conflict of interest with your role as an MDP officer.
8. Actively seek to keep in touch with the Department using the KIT Programme while away. If you should change your contact details whilst away you must inform the DBS and your line manager as this is your responsibility. Also, contact them as soon as possible if you wish to change your return to work date.
9. Four months prior to return reply to the letter asking you to confirm your date of return. If your current post has not been held open for you, you must register your preferences 3 months prior to return with the DBS. You are expected to return to work at the end of the approved period of unpaid leave.



10. If you have not heard from the Department, it is your responsibility to make contact with the DBS 3 months before your return date. If you do not make contact by the date you are due to return, you will be regarded as being on unauthorised absence and the Department will commence action in line with Departmental policy on unauthorised absence.
11. Be aware that you have a right to return to your rank but the MDP cannot guarantee a post on return. If you are in a mobile grade, the mobility provisions still apply. If you have limited mobility and you return to a different travel to work area where no post is available, the MDP is not obliged to provide you with a post. You will be expected to return to your original travel to work area if other options such as a request to extend the ExSUL or your option to resign is not exercised. You may apply for internal advertised posts through the KIT scheme information.

## **FOR YOU AS A MANAGER**

### **WHAT YOU NEED TO KNOW**

1. As a line manager or approving authority you need to understand the provisions and intent of this policy in administering and making decisions regarding ExSUL. Only applications that demonstrate a clear business benefit should be approved.
2. An individual remains the financial and administrative (except for those administrative roles performed by DBS) responsibility of the current employing unit during and post ExSUL until such time as the individual is found a new post, they resign, retire, accept redundancy or are dismissed.

### **WHAT YOU NEED TO DO**

3. As a line manager you need to discuss the request for ExSUL with the individual. You are to advise the Approving Authority on whether the period of ExSUL can be accommodated or not, taking into consideration the reasons for the requests, workloads, impending absences/departures of other officers etc.
4. As the line manager you will receive notification of the decision from the Approving Authority together with the reasons why in the event of a refusal.
5. As a line manager it is your responsibility to refer the approval or refusal using **HR Form 160: Application for Extended Special Unpaid Leave (ExSUL)** to DBS for associated actions e.g. providing written letter of approval and information, pay, ensuring the individual is aware of the Keeping In Touch Scheme. You must ensure they have completed any security, IT or equipment return requirements and that warrant cards are handed in.
6. As the approving authority, you are responsible for making decisions on applications for ExSUL. Where the decision is not to support the application, you should include reasons why and notify the line manager. You must complete part 2 of **HR Form 160: Application for Extended Special Unpaid Leave (ExSUL)** and return it to the line manager.
7. Before deciding on an application for ExSUL, you may seek advice and guidance from

the HR Business Partner to assist you in making a decision on workforce planning considerations for example how the absence fits in with Divisional/Departmental and broader MDP business planning outcomes.

8. As a line manager or approving authority, you should be aware that applications for ExSUL associated with maternity or paternity leave, or caring purposes or associated with accompanying an Armed Forces or MOD spouse/partner should be fully considered in line with the departments family friendly policies. However clear and tangible benefits to MOD business must remain the deciding and paramount factor. Reasons for non-approval must be justified.

### **During ExSUL**

9. You are responsible for keeping in touch with officers on ExSUL and advise them of workplace changes that have a direct effect on them e.g. relocation, restructuring, post abolition, etc. Refer to the **Keeping In Touch (KIT) Scheme** for further guidance. If you move post and have staff on ExSUL you should inform your successor.
10. You will be contacted by the DBS four months prior to the officer's return to remind you to begin the return to work process.
11. You should build the expected return of the individual into your workforce planning considerations and redeployment exercises whether you have kept their post open or not.
12. If the individual's post has not been kept open, you are responsible for contacting the officer to inform them. They will return to the MDP on a supernumerary basis and will be considered for a Supported Move if the opportunity arises. The individual remains your budget, work assignment, performance management and leave administration responsibility whilst supernumerary.
13. You should be aware the individual is entitled to be paid from the expiry of their ExSUL even where no post exists. It is your responsibility to arrange meaningful work at the appropriate rank of the individual upon their return.
14. You should expect applications to extend beyond any approved period (up to the maximum of 3 years) to be received at least three months before the expected date of return. Such applications are to be progressed in line with the approval arrangements for the initial period taking into consideration whether the clear and tangible business benefits still exist. There is no obligation to support a request for extension unless it coincides with the MDP's needs.
15. Individuals may request to return to work before the expiry of a period of approved ExSUL, however applications must not be approved where no post exists.

### **Return after ExSUL**

16. Individuals remain the responsibility of the line management area, both during their absence and after they return, even where no post is available. As a line manager you are expected to continue to provide work commensurate with the individual's rank until such time as they secure a post (or leave the MDP) and assist them in their redeployment efforts.

17. If an individual has moved location during their period of ExSUL and are seeking a post at the new location, they should not be added to the Redeployment Pool, unless you confirm that there is no suitable post available at their previous location. The Departments obligation on their return is to provide work at the original location.
18. If an individual does not return at the agreed date, the department is not obliged to pay them and their absence should be regarded as unauthorised and you should commence action in line with Departmental policy on unauthorised absence. See **Reporting and Managing Unauthorised Absence**.
19. You should be aware that individuals who return to work are entitled to be paid from the expiry of their ExSUL even where no post exists. Where no designated post is available, the role of the line manager in consultation with the HR Business Partner will be to allocate work suitable to the grade, while continuing to work with the individual to identify suitable opportunities for redeployment.
20. You will also need to check Security Clearances and renew clearances for those who have been on ExSUL for longer than 12 months.

## **TIPS, HINTS AND FAQs**

**Q1. How do I apply for ExSUL?** After considering this policy, you make a written application using **HR Form 160: Application for Extended Special Unpaid Leave (ExSUL)** through your line manager to the one star or equivalent in your line management chain.

**Q2. What happens if my station, line management area or post is abolished during my absence?**

Firstly your line manager is obliged to contact you and let you know. If it is just your post and/or others in your line management area, your line manager will still be your point of contact. If your whole line area is to go, you are to be assigned a point of contact within the business area that takes over responsibility for the function. When you return, that business area will be responsible for your management and providing meaningful work until such time as you find a permanent post or you leave the MDP.

**Q3. What appeal rights do I have if my application is not supported?**

None. If your application is not approved, you should be provided with an explanation as to why your application was not supported.

**Q4. What happens if my spouse/partner is not posted back to my original travel to work area?**

You should notify your line manager asap. If you do not wish to return to your original travel to work area, you may access the Internal Recruitment Service to seek to secure a post in the new location. If your line manager confirms no post is available in the previous travel to work area, you may contact the DBS to assist you in finding a post in the area your spouse/partner is posted to. A post in either area cannot be guaranteed, and the Department's obligation is to enable you to return to work in the travel to work area from which you departed (officers with limited mobility only). If you don't wish to take up duty in the original travel to work area, you may seek an extension to your period of unpaid leave, up to a maximum of 3 years, but should not expect that this will be approved. You will be expected to return to work on the agreed date of return in the original travel to work area, or new area if you are a mobile grade and the MDP has applied the mobility provisions. The MDP is obliged to pay you from that date.

In the event you do not return at the agreed date, the MDP will not be obliged to pay you and will regard your absence as unauthorised. At this point you have the option to resign if you don't wish to return to the original travel to work area (or the new area where mobility has been applied). If not, the MDP will commence action in line with policy on unauthorised absence.

**Q5. So how does making me return to my travel to work area fit in with the MDP's reference in the policy to supporting military/MOD/civil service capability?**

The Department supports this approach by providing the option to apply for ExSUL in these circumstances and detailing the Department's expectation that the assessment of such applications should commence from a favourable starting point. Being granted ExSUL enables you to remain an employee and at least provides a chance of getting a job in the new travel to work area that would not otherwise be available if you were to resign.

**Q6. My Division can only offer me a post at a different location from the one I left. I am a mobile grade but not the primary wage earner. Is this constructive dismissal if I resign?**

No. resignation would be your personal choice. The ExSUL policy makes it clear that the MDP will enforce mobility provisions where it deems appropriate to do so. By accepting the approval of ExSUL you also accept the terms and conditions of the policy. You should consider such possibilities and how they would affect you when making your decision to apply for ExSUL.

**Q7. I am on a period of maternity leave and didn't apply for ExSUL before commencing leave. I have now decided that I need more time away to be with my child before coming back to work. Can I still apply?**

Yes. You should make application in line with the processes in this PRG.

**Q8. As a Line manager or approving authority, how can I 'crystal ball' about whether work or a post will be available in 3 or 4 years time when considering a request for EXSUL?**

That question is just as relevant to people in your line area who don't request an extended absence. The workplace is dynamic and changes are the norm so while a valid consideration, a decision not to approve a request should not turn on this consideration. People on or requesting long term absences from the workplace remain part of your workforce planning considerations.

**Q9. What should decisions turn on then?**

Each case needs to be considered on its individual merits. While not an exhaustive list, indicative of the things line managers and approving authorities should consider when making recommendations and decisions include:

The current and future business needs of the business unit/area and the wider MOD.

- the Department's position that requests associated with accompanying an Armed Forces or MOD spouse/partner, periods for maternity or caring purposes, should be considered in line with family friendly policy where there exists a clear and tangible benefit to MOD Business.
- whether an individual's specialisation is already under resourced, and their absence would have a detrimental effect on MDP's business. However, you need to give consideration to whether non-approval may lead the individual to resign anyway in which case they may be lost for good.
- an imminent peak in workload that may be addressed through negotiating alternative dates.

**Q10. When an individual confirms their return three months prior, how can I know if a post will be available or not then?**

A post may become vacant through another individual requesting ExSUL, leaving on early or normal retirement, taking up another post on promotion, or resigning, which coincides with the expected date of return. This means a supported move may be an option in such circumstances.

**Q11. I am a probationer constable. Can I apply for ExSUL?**

You may only apply after your probationary period has been completed.

**Q12. Can I notify my line manager of my return to work instead of the DBS?**

If you are in contact with your line manager around 3 months prior to your return to work, there's nothing to stop you confirming that you will still intend to return at the agreed time. You will still need to notify the DBS if you haven't heard from them already. The key here is to ensure that the individual, the line manager and DBS are all aware of the return date to ensure your transition back to the workplace is managed effectively.

**Q13. Do I have to take my annual leave prior to ExSUL or can I carry it forward?**

Yes, you must take any accrued leave from the current leave year before commencing a period of ExSUL. See **Understand, Apply for and Record Annual Leave**.

**Q14. If I agree a return to work, but due to sickness, cannot attend on the agreed return to work date, will I be paid?**

Yes, if you are sick for up to 7 days you must fill in **HR Form 001: MOD Civilian Absence Reporting Form - Leave Other than Annual Leave** offline or tell your line manager who will start your absence on HRMS. After this period medical certificates would need to be submitted.

**Q15. Is there a length of time that an individual has to wait between the end of a period of ExSUL and before requesting a new period?**

The individual must have returned to work before a second application can be made, the decision to approve or not approve ExSUL must demonstrate that such a decision is, overall in the best interests of MOD business.