

# **Guidelines for Implementation of Family Friendly Leaves**

## **Department of Political Economy (DPE), King's College London (College)**

These guidelines refer to the implementation of family friendly leaves and other related leaves in DPE, which operates within and complies with the terms and conditions stipulated by the College.

As defined by the College, family friendly leaves include adoption and surrogacy leave, career break, dependant's leave, maternity and paternity leave, parental leave and shared parental leave. Other related leaves refer to sickness absence leave taken in early pregnancy.

### **Family leave representative**

Equality and Diversity Officer doubles in the role of a 'family leave representative', which provides a point of contact for staff on leave.

The family leave representative seeks to provide reassurance consistency in implementation of leaves in DPE and to serve as an advocate for staff should such need arise.

Family leave representative is usually expected to participate in meetings and contacts between staff and DPE regarding family related leaves.

This role will be reviewed in two years since implementation of this policy.

### **Work Replacement**

DPE is fully responsible for finding a suitable replacement for staff on leave, including making any contacts and subsequent arrangements.

Staff on leave is not responsible for negotiating modes and types for own replacement whilst on leave.

Staff may suggest recommendations for own replacement whilst on leave, but is not responsible for making any practical arrangements.

### **Teaching and Administrative Workload (WAM)**

WAM allocation of staff on leave is subject to negotiations with DPE to enable implementation of leave that addresses the needs of staff on leave where possible.

DPE is committed to protect staff from carrying out any teaching and administrative tasks that they would have normally carried out during leave. Any teaching and administrative WAM points allocated (or usually allocated)<sup>1</sup> to staff at the time of

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<sup>1</sup> If WAM allocation for the academic year(s) during which leave is taken is not yet available, past WAM allocations can be used as a reference point for 'usual' workload. If no past or current WAM

leave must be replaced by other staff (or not covered by any staff when deemed suitable).

As a general rule, DPE allocates WAM points for leave that are equivalent to in-semester WAM points that broadly coincide with the dates of the in-semester leave or 60 WAM points for leave that covers all or vast majority of weeks of one semester, whichever is greater.

For example, staff on leave for the vast majority of weeks during Semester 2 who had been allocated (or is usually allocated) 80 WAM points for teaching in Semester 2 will be given 80 WAM points for leave.

Staff on leave for the vast majority of weeks during Semester 2 who had been allocated (or is usually allocated) 20 WAM points for teaching in Semester 2 will be given 60 WAM points for leave.

Staff on leave for the vast majority of weeks during both Semester 1 and Semester 2 who had been allocated (or is usually allocated) 20 WAM points in Semester 1 and 100 WAM points in Semester 2 will be allocated 120 WAM points for leave.

DPE is committed to enable staff to resume their usual teaching and administrative roles after return to work where possible. After return from leave, it is therefore expected that staff can resume teaching of the same modules that they taught before leave and/or to hold the same administrative roles they held before leave where possible.

As a general rule, teaching on third year undergraduate modules is not replaced. It is expected that third year modules are dropped and no longer offered to students where possible.

### **Leave-Related Personal Research Allowance (PRAs)**

Staff returning from family leave of 18 weeks or more is entitled to extra £1000 PRA in addition to any standard PRAs (£1500 first tranche and £1500 second tranche) that they are already entitled to each year.

Leave-related PRA can be spent at any point during the financial year (August-July) after return from leave and/or the following financial year.

Leave-related PRA is subject to the same terms and conditions that apply to standard PRAs.

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allocation is available, then it is assumed that usual workload will be evenly distributed between Semester 1 and Semester 2.