

## **Reserved Forces Policy**

### **1. Introduction**

The organisation recognises and supports the work carried out by reservists. No reservist will be treated less favourably due to being a member of the reserved forces. The organisation will aim to release staff who are mobilised for reserved duties where possible while balancing the needs of the business.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements and to ensure business needs are met. Staff will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by law.

### **2. Policy Aims**

This policy outlines the organisations commitment to supporting staff who are members of the Volunteer Reserve Forces. This policy is for all staff who are reservists, regardless of employment status.

### **3. Responsibilities**

#### **Staff Responsibilities**

- To inform the organisation they are a reservist and the specific force they belong to
- Provide permission for the MoD to write directly to the organisation for Employer Notification
- Ensure their personal details are up to date with the MoD
- To make their line manager aware of training commitments and agree under what leave terms they will attend such training
- To give as much notice as possible of any additional leave they will need

#### **Manager Responsibilities**

- Will not treat staff less favourably due to being a reservist
- Release reservists, who are mobilised for reserved duties where possible
- Obtain written notification from the MoD confirming the member of staff is a member of the Reserve Forces.
- Comply with requirements for mobilising

#### **Organisation Responsibilities**

- To ensure fair, equal, reasonable and consistent treatment of all staff regarding any aspect of the implementation of this policy.
- To ensure all those with line management responsibility are reasonably trained in the practical application of this policy.
- To regularly review and update this policy in line with legislation and best practice.

### **4. Training**

Reservists are normally required to undergo three types of training:

- Training which takes place during evenings

- Training which takes place one weekend a month.
- Training which takes place during a one-off block each year

As far as possible, line managers will plan shifts to allow attendance at regular training sessions

There is no statutory requirement for time off to be granted for the one-off block of training. However, to support reservists, time will be granted for the training period if practical. Time off will be in the form of authorised unpaid leave or annual leave as agreed with the line manager.

The reservist must provide their line manager with as much notice as possible in line with the annual leave procedure.

## **5. Mobilisation**

Mobilisation is the process of reservists being called into full-time service, to make them available for military operations. The maximum period of mobilisation will vary but is typically no longer than 12 months.

A period of mobilisation involves three distinct phases:

- Medical and pre-deployment training
- Operational tour
- Post-operational tour

The callout papers for mobilisation will be sent by post to the organisation or hand delivered by the reservist to their line manager. The documentation will include the call-out date and the anticipated timeline. Whenever possible, the MoD will give at least 28 days' notice of the date a reservist will be required to report for mobilisation.

## **Applying for Exemption/Deferral/Revocation**

The reservist will be released to report for duty unless there are exceptional circumstances, in such circumstances this will be explained.

A request an exemption, deferral or revocation may be considered by the organisation if:

- Loss of reputation, goodwill or other financial harm
- Impairment of the ability to produce goods or provide services
- Harm to research and development of new products, services or processes

## **6. Terms & Conditions During Mobilisation**

Reservists who are mobilised will continue to accrue continuity of service throughout the time they have been mobilised. Specific terms relating to other parts of their employment are detailed below.

- **Pay**

Reservists will not be entitled to receive any remuneration during the time they are mobilised. The MoD will pay the reservist appropriate to their military rank. If this is less than their normal salary, the reservist can apply to the MoD for the difference to ensure no loss of earnings.

- **Annual Leave**

Reservists will not accrue annual leave during the period of mobilisation. Reservists accrue annual leave with the MoD while they are in full-time service. Reservists will be entitled to a period of post-operational leave, during this time the MoD will pay them.

- **Pension**

Reservists are entitled to remain a member of the occupational pension scheme. The MoD will pay the employer contributions which would have been made by the organisation provided the reservist continues to pay their contributions to the scheme.

- **Dismissal/Redundancy**

It is automatically unfair to dismiss a reservist if the reason is in any way connected with them being a reservist. This applies from the first day of employment; no qualifying period is required.

Reservists can be included in the redundancy pool if this is necessary. However, all staff will be treated consistently, and redundancy criteria will not discriminate against reservists.

## **7. Returning to Work**

Staff Responsibilities:

- Write to their line manager by the third Monday after their last day of service requesting a return to work and suggesting a date which falls within six weeks of their last day of full-time service.
- Contact their line manager to discuss their return to work as early as possible.
- Accept offers of support and training as is appropriate and required.

Organisation Responsibilities:

- To reinstate reservists, where possible to their previous role, or if not possible to a role on no less favourable terms within six weeks of their last day of full-time service
- To ensure adequate support and training is put in place to refresh the reservist and assist them in integrating back into the workplace as appropriate
- Recognise adjusting back to work may be challenging and offer any appropriate support as required.

## **8. Data Protection Act 2018**

The organisation will treat all personal data in line with obligations under the current data protection regulations.