# Volunteer Reserve Forces Policy

You are requested to inform us through your line manager that you are or intend to become a reservist as soon as possible. This request is put in place purely to allow us to deal with the practical implications, and if you do this, you will not be disadvantaged.

[OR

Please inform your line manager as soon as possible that you are, or intend to become, reservists. This requirement is put in place purely to allow us to deal with the practical implications, and if you do this, you will not be disadvantaged in any way.]

**Time off**

If you need time off for activities as a reservist, you are expected to use days out of your usual holiday entitlement. While we will do our best to accommodate any request for leave for activities in the reserve forces, we cannot guarantee that your holiday requests will be given priority. To avoid being unable to take time off when needed, you should apply for a holiday as soon as possible after being informed that you need to take time off.

**Military reserve leave**

Each leave year, you will be given [five] days' extra [paid/unpaid] leave to help you to meet your commitments to the reserve forces. You should request their line manager in the same way as normal annual leave is asked for, tagging the request "Military reserve leave".

This offer is available if you provide evidence that you must take time off as a reservist (for example, a letter from their commanding officer) when booking leave to do the reservist activities. The offer cannot be used for days when the reservist is not undertaking reservist activities (for example, to recover from the physical demands of a weekend away with the reserve forces)

**Mobilisation**

If you are mobilised, we are not required to pay you during their absence. During this period, you will receive service pay from the Ministry of Defence and a standard award to make up any difference (up to the statutory limit) between your service pay and normal average weekly earnings.

The Ministry of Defence also pays us contributions to your occupational pension scheme (as long as you give the undertaking to continue paying your contributions to the system) and premiums paid by us for medical, health or life insurance.

**Reinstatement**

Regardless of the length of the military action, you have the right to be reinstated in your former job within six months of demobilisation on terms and conditions that are no less favourable to them than those that would have been in place but for the enforced absence from us.

If it is not reasonably practicable to reinstate you in your former job. In that case, we must re-engage you in the most favourable occupation and on the best terms and conditions that are reasonable and practicable in the circumstances.

The continuity of your period of employment is maintained by a period of mobilisation if you are reinstated in your former employment within six months of demobilisation.

However, when calculating your total period of continuous employment, we will discount the number of days falling in the period between the date on which the reservist is called out for military operations and the day immediately preceding the day on which they return to work.