

Reservists Guidance

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1. The City of London Corporation is a signatory of the Armed Forces Community Covenant and is a Gold Award holder as part of the Ministry of Defence's Employer Recognition Scheme. This recognised the support we give to armed forces personnel across the organisation and builds on the commitment of the Armed Forces Covenant to staff and our community.
2. The City Corporation is committed to supporting the release of employees mobilised for Reservist duties.

Types of Reservists

3. There are two types of Reservists:
 - a. Volunteer Reservists: civilians recruited into the Royal Naval Reserves, Royal Marine Reserves, Territorial Army and Royal Auxiliary Air Force.
 - b. Regular Reservists: ex-regular service personnel who may retain a liability to be mobilised depending on how long they have served in the Armed Forces.

Reserve Status Notification

4. Reservists are required to inform their manager that they are a member of the Reserve Forces and the specific force that they belong to. This allows the City Corporation to provide the appropriate level of support to the Reservist and assists with resource planning during periods of leave (e.g. training and / or mobilisation).
5. Reservist employees are also required to grant permission for the Ministry of Defence (MoD) to write directly to their employer. This is known as 'Employer Notification' and ensures that the City Corporation is made aware that the employee is a Reservist and the benefits, right and obligations that apply. Confirmation is sent by the MoD each year to confirm that the information held is accurate.
6. Managers should advise their HR contact when they are advised by the employee and receive notification from the MoD.

Training Commitments and Time Off

7. The City Corporation recognises the importance of the training undertaken by Reservists that enables them to develop skills and abilities that are of benefit to their respective Reserve Force, the individual and the City Corporation.
8. Members of the Reserve Forces are typically required to commit to 19 – 27 days training per year depending on which Service they belong to and any specialist skills with an average training requirement for 24 - 40 days. Training tends to take place 1 evening per week, over various weekends throughout the year and one 2 week period known as 'annual camp'.
9. Whilst there is no statutory obligation on employers to release Reservists for either training or voluntary service, the City Corporation will normally grant up to 15 days paid leave per year, in addition to their normal annual leave entitlement to attend 'annual camp' and any additional training in their capacity as a Reservist. Any additional time required above this will continue to be taken from the employee's annual leave entitlement.
10. Employees must advise their Chief Officer and line manager of any such request at the earliest opportunity.

Mobilisation

11. Mobilisation is the process by which an individual Reservist (or group of Reservists) is brought into permanent service with the Regular Forces, in order to make them available for military operations.

12. The maximum period of mobilisation will depend on the scale and nature of the operation and is typically no longer than 12 months.

Call-Out Order

13. The call-out order provides legal authority to mobilise Reservists. It is legally enforceable and will be issued as formal notification of a Reservist's mobilisation. A call-out pack will be received by both the Reservist and the City Corporation and will include the call-out date and the anticipated timeline.
14. Reservists are technically on immediate notice for call-out, however where possible the Ministry of Defence (MOD) will try to give notice of the date the Reservist is required to report to the mobilisation centre. In the current circumstances, it is expected that there will be little / no notification.
15. The City Corporation supports mobilisation in all but exceptional circumstances and will release the employee for Reserve service. The call-out notice can be appealed if the Reservist absence is considered to cause serious harm to the business. Managers are not permitted to appeal a call-out notice without contacting their Chief Officer and HRBP / HR Lead to discuss.

Mobilisation Actions

16. Employees who are Reservists are required to:
 - a. liaise with the manager to keep them informed of their situation;
 - b. keep in touch with their manager (a process should be agreed before the Reservist leaves. This will help with a smooth reintegration of the Reservist back into the workplace.
17. Managers are required to:
 - a. consult with their HRBP / HR Lead when they are notified that their employee had been contacted by the MOD to advise they are being called up to active duty;
 - b. complete the consent form included in the call-out pack and any internal paperwork regarding mobilisation;
 - c. talk with the Reservist employee to discuss mobilisation and key work related tasks e.g. handover of work, returning of any equipment (if appropriate), and agreeing the process of how to keep in touch during the period of mobilisation to ensure a smooth reintegration back into the workplace;
 - d. consider making a claim for financial assistance as appropriate in consultation with HR (see section: Financial Assistance).
18. HR are required to:

- a. advise managers of the action to be taken;
- b. send letter to the employee confirming the contractual arrangements during the period of mobilisation;
- c. ensure that changes to pay and benefits are actioned accordingly;
- d. at the end of the mobilisation period reinstate the employee and complete all necessary paperwork and procedures.

19. Pay Office are required to:

- a. ensure the employee's salary is stopped during the period of mobilisation;
- b. return the employee to the payroll at the end of the mobilisation period.

Terms and Conditions during Mobilisation

- 20. The MoD will assume responsibility for the Reservist's salary for the duration of their mobilisation.
- 21. Reservist employees will continue to have access to City Benefits and the Employee Assistance Programme during their period of mobilisation.
- 22. Mobilisation does not break continuity of employment. During the period of mobilisation Reservist employees will be recorded as absent for a period of 'Reservist leave'. Any period of mobilisation does not count towards reckonable service periods. Contractual rights continue to apply, excluding the accrual of annual leave. The usual rules regarding carry forward apply.
- 23. Call-up may impact the Reservists pension. Refer to the Pensions Impact Information or contact the Pensions team.
- 24. Employees are required to inform the City Corporation, by writing to their Chief Officer within three weeks of the completion of their military service, of their intention to return to work. Whilst the City Corporation will endeavour to ensure that the employee returns to their current job, where, in exceptional circumstances, this is not possible every effort will be made to offer the employee a suitable alternative job.
- 25. If the employee's substantive post is subject to organisational change during their period of mobilisation they will be included in all consultation processes and be kept informed by their line manager.
- 26. If a Reservist becomes sick or injured during mobilisation they will be covered by Defence Medical Services.

Applying for Exemption / Deferral / Revocation

27. In all cases of mobilisation the City Corporation will release the Reservist to report for duty unless there are exceptional circumstances, in which case the decision and reasoning will be explained to the Reservist.
28. In exceptional circumstances the City Corporation has the right to seek exemption, deferral or revocation if the Reservist's absence is considered to cause serious harm to service delivery. This may include:
 - Loss of reputation, goodwill or other financial harm
 - Impairment of the ability to produce goods or provide services
 - Harm to the research and development of new products, services or processes (which could not be prevented by the granting of financial assistance under sections 83 and 84 of The Reserve Forces Act 1996).
29. Details of how to apply for exemption will be included in the call-out pack. Chief Officers are responsible for applying for an exemption, in discussion with their HR contact.

Demobilisation

30. The MOD will notify the City Corporation of the demobilisation date and will confirm their last day of permanent service. After this date, the Reservist may return work.

Return to Work

31. The Reservist and City Corporation both have legal obligations regarding the return to work process.

Reservist Responsibilities

32. The Reservist must formally write to their employer by the third Monday after their last day of military service making their request to return to work and suggesting a date which should fall within 6 weeks of their last day of full-time service.
33. We would encourage Reservists to informally contact their manager to discuss their return to work at the earliest opportunity.
34. In the instance that the Reservist is unable to return to their substantive post and they are not happy with the offer of alternative employment they must write to their Chief Officer stating why there is a reasonable cause for them not to accept it. If a Reservist believes that an employer's response to their application denies their rights under the Safeguard of Employment Act 1985, an application can be made to a Reinstatement Committee for assessment. This committee will consider the

Reservist's application and can make an order for reinstatement and/or compensation.

City Corporation Responsibilities

35. The City Corporation had an obligation to reinstate the Reservist where possible to their former role, and if not, to a mutually acceptable role on the same terms and conditions prior to mobilisation.
36. The Reservist should be reinstated within 6 weeks of the last day of their full-time service. They must be reinstated for a minimum period of 13m 26 or 52 weeks, depending on their length of service prior to mobilisation.
37. Reservists should be allocated time to undertake any refresher training and to familiarise themselves with processes and procedures in the workplace.

Aftercare

38. To ensure a smooth re-integration into the team / workplace managers should consider the following points:
 - a. The need to update on any changes / developments that have taken place during their absence;
 - b. The need to offer specific training where it is sought by the Reservist or it is considered necessary;
 - c. Where the job duties have changed since mobilisation a period of skills training may be required to assist with new aspects of the job;
 - d. Arranging an informal team meeting for the Reservist to catch up with colleagues prior to returning to the workplace;
 - e. Reasonable time off to seek therapeutic treatment if required;
 - f. Signposting to the Employee Assistance Programme.

Financial Assistance

39. In certain circumstances the City Corporation may apply for financial assistance from the MOD. These cover additional costs associated with replacing the Reservist (excluding the salary and on-costs).
 40. Managers must speak with their Chief Officer and HRBP / HR Lead before any application is made.
2. There are 3 types of award available:

- a. One- off costs: including agency fees and advertising costs;
- b. Recurring costs: overtime costs (if other employees work overtime to cover the work of the Reservist; cost of temporary replacement by the amount that such costs exceed the relevant earnings of the Reservists. NOTE: there is a daily cap for what can be claimed and must be made within 4 weeks of the end of full-time Reservist service.
- c. Training award: if a returning Reservist has to undertake additional training as a direct result of their mobilisation (routine training excluded).

Link / Other Resources

Employee Handbook:

[Annual Leave](#)

[Employee Assistance Programme](#)

[Pensions](#)

[Special Leave](#)

External Resources:

Gov.UK Employee Reservist: <https://www.gov.uk/employee-reservist>

Employment Rights Act 1996 s.127

The Reserve Forces (Safeguarding of Employment Act) 1985 (SOE 85)