

Reservist Policy



WORKING TOGETHER

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Overview

This policy applies to all employees of Chorley and South Ribble Borough Councils and their wholly owned companies.

This policy supports and promotes membership of reserve armed forces and cadet forces amongst council employees. The councils recognise that many of the skills that reservists gain during their training are transferable to the workplace. The councils will assist reservists as far as possible to support them in their roles.

This document is part of a family of policies which provide advice and information on employee benefits; see the Expenses, Long Service, Pensions and Retirement, and Sustainable Travel policies for more information.

Policy Objective

This policy has been designed to provide guidance and information to employees.

This policy is intended to provide additional support to ensure that members of reservist or cadet forces are not disadvantaged, and to promote membership of reserve and cadet forces across the workforce. The policy will ensure that employees have more flexibility and opportunity to access a role in the reserve or cadet forces.

Responsibilities

Managers will:

- Ensure the policy is applied fairly and consistently.
- Ensure that employees are familiar with the policy and that new starters are fully briefed on the policy.
- Not disadvantage staff who are reservists, or deter employees wishing to become a reservist.
- Wherever possible and in line with the needs of the service, approve requests for flexible working and annual leave to support employees in their reservist role.

Employees will:

- Inform their line manager if they are already, or intend to become, a reservist at such time that they feel is appropriate.
- Provide as much notice as possible when requesting leave or flexible working.

Reservist/Cadet Force Training Leave

The councils provide for up to an additional 10 days (pro rata) leave with pay for time off for reservists and Cadet Force Adult Volunteers (CFAV) to attend training sessions over an annual two-week summer camp. The additional leave entitlement runs concurrently with the normal annual leave year. To qualify for the two weeks summer camp leave with pay, employees are required to present a consent form to their line manager. The consent form will

be provided to the reservist by their commanding officer. Approval for leave must be granted by the Director/Deputy CE.

No other additional paid time off will be provided; however, employees may choose to utilise annual leave, TOIL, flexi, or unpaid special leave provisions. Further information is available in the Leave policy. All leave must be agreed in advance and any unauthorised absences will be considered in line with the Conduct policy.

Mobilisation

Reservists may be called up for military operations and will typically be given 28 days' notice. On being called up, the reservist should present their mobilisation papers to their line manager outlining the date, and possible duration, of their mobilisation. The Ministry of Defence may also contact the councils independently.

The councils cannot and will not refuse permission to an employee who has been called up for military service. However, where the organisations believe that the employee's absence on military service is likely to do serious harm to the business they may apply for an exemption or deferral of mobilisation. The councils will seek an exemption or deferral only in exceptional circumstances.

Rights during mobilisation

Employees who are mobilised retain certain employment rights and should be aware of the following:

- Salary

You will not receive your normal salary during mobilisation and instead will be paid by the Ministry of Defence.

- Pension

The Ministry of Defence pays the councils' contributions to your occupational pension scheme (as long as you give an undertaking to continue paying your own contributions to the scheme).

Advice on the Local Government Pension Scheme and the effects of mobilisation on this should be discussed with Your Pension Service in advance of any mobilisation commencing.

Demobilisation

Regardless of the length of the military action, the mobilised reservist has the right to be reinstated in their former job within six months of demobilisation, on terms and conditions that are no less favorable to them than those that would have been in place but for the enforced absence from the councils. Should an identical post not be available a suitable alternative post will be identified using the process outlined in the Change policy.

To exercise the right to be reinstated, the reservist must write to the councils no later than the third Monday after demobilisation confirming their intention to return to work within the

following 13 weeks. The initial 13-week period may be renewed for a further 13 weeks if circumstances such as illness or injury delay the return. The reservist forfeits their right to return to work with the Council if they fail to do so within 26 weeks of demobilisation.

Once the reservist has been reinstated, the councils will continue to employ them in that same role, or a suitable alternative, for a minimum of the following:

Time employed prior to mobilisation	Minimum time employed post demobilisation
Fewer than 13 weeks	13 weeks
13 – 51 weeks	26 weeks
52 weeks or more	52 weeks

If an employee returns to work within 12 months of mobilisation then their continuous employment will not be broken, and they will continue to accrue additional rights through their length of service.

For mobilisations of less than 12 months, the employee's post will remain open to them and will be backfilled on a temporary basis. Additional wellbeing support will be offered through line managers and HR for employees returning to work after mobilisation.

Support for military families

Support will be provided for employees who are related to a reservist or member of the regular armed services at times of deployment, injury, or bereavement.

For more information please consult the Leave and Emotional Wellbeing policies and discuss your support needs with your line manager.