



Ministry
of Defence

Your guide to
**Employing
Reservists**



Who are the Reserve Forces?

Individuals in the Reserve Forces – known as Reservists – are ordinary men and women who give up their time to train and serve alongside the Regular Forces.

As members of the Royal Naval, Royal Marines, Army and Royal Air Force Reserves, they are an important element of the nation's total defence capacity. They are called upon as individuals for their specialist skills or as ready-formed units whenever required. Like their Regular counterparts, Reservists receive world-class training – which means they can carry out the same roles to exacting high standards.

For further information visit: www.sabre.mod.uk/Reservists



Fusilier Matt Smith,
3rd Battalion, The Royal Welsh.

Benefits of employing a Reservist



The Reserve Forces undergo rigorous training, which develops key skills such as leadership, teamwork and organisation. These skills form the foundations of not only an invaluable Reservist, but an invaluable member of your workforce.

Transferable skills

The average Reservist receives training in transferable skills which could cost an organisation over £8000 pa to implement. So, the more your Reservist employees take advantage of these opportunities, the greater their value to your business. Reservists are trained at every level. From communications and IT to language skills, LGV licences, first aid, catering and personnel management, Reserve Forces training is directly transferable - at no cost to you.

Core skills

Teamwork, self-confidence, leadership qualities and experience of other cultures are highly-prized attributes that many Reservists develop and bring back to their workplace. Undergoing training and serving on duty also develop resourcefulness, perseverance and the ability to improvise in unfamiliar or difficult circumstances.



"Digits, my employer, has always been very supportive of my service with the Army Reserves, in particular, when I was away on operations."

Corporal Will Dawe
135 Geographic Squadron Royal Engineers

Case study

Lieutenant Paul Stevenson, Nuclear Engineering Specialist



"The Royal Navy has been a huge influence in my life. Before considering working for Atkins I checked the company's approach to Reservists. Fortunately, it was clear that they had very inclusive policies and the support was there to enable me to balance both commitments."

The training that Paul receives in the Royal Navy Reserves proves invaluable in his civilian role.

Atkins' Energy business welcomed Paul to their Nuclear New Build Team in 2013. Before that, Paul had been a Marine Engineer, Submarines in the Royal Navy for 12 years. Wanting to maintain links with the Royal Navy and take advantage of their training and professional development opportunities, Paul joined the Royal Navy Reserves (RNR).

Bringing transferable skills to the workplace

As a Submarine Controller in the RNR Paul helps to keep submarines safe at sea and manages a team of a dozen logisticians. At design, engineering and project management consultancy Atkins, Paul has a similar role to ensure the safe operation of nuclear facilities and leads technical teams in projects such as the Japanese Earthquake Response Programme following the events at Fukushima.

Supporting your Reservist employees

Annual training commitments

Reservists are incredibly committed and most train one evening a week with their units as well as attending training weekends throughout the year. They also take part in two-weeks' continuous training (Annual Camp) to consolidate their skills, which can be split into modules depending on the nature of the training.

By law, you don't have to give a Reservist additional leave for training, either paid or unpaid. However, many employers choose to do so because they realise and feel the direct benefits of the skills employees gain when they return to work.

Developing an HR policy

A set of written guidelines will ensure that both line managers and Reservists understand your organisation's policy, including time off for training. It also allows you to manage Reservists consistently – and set out the process

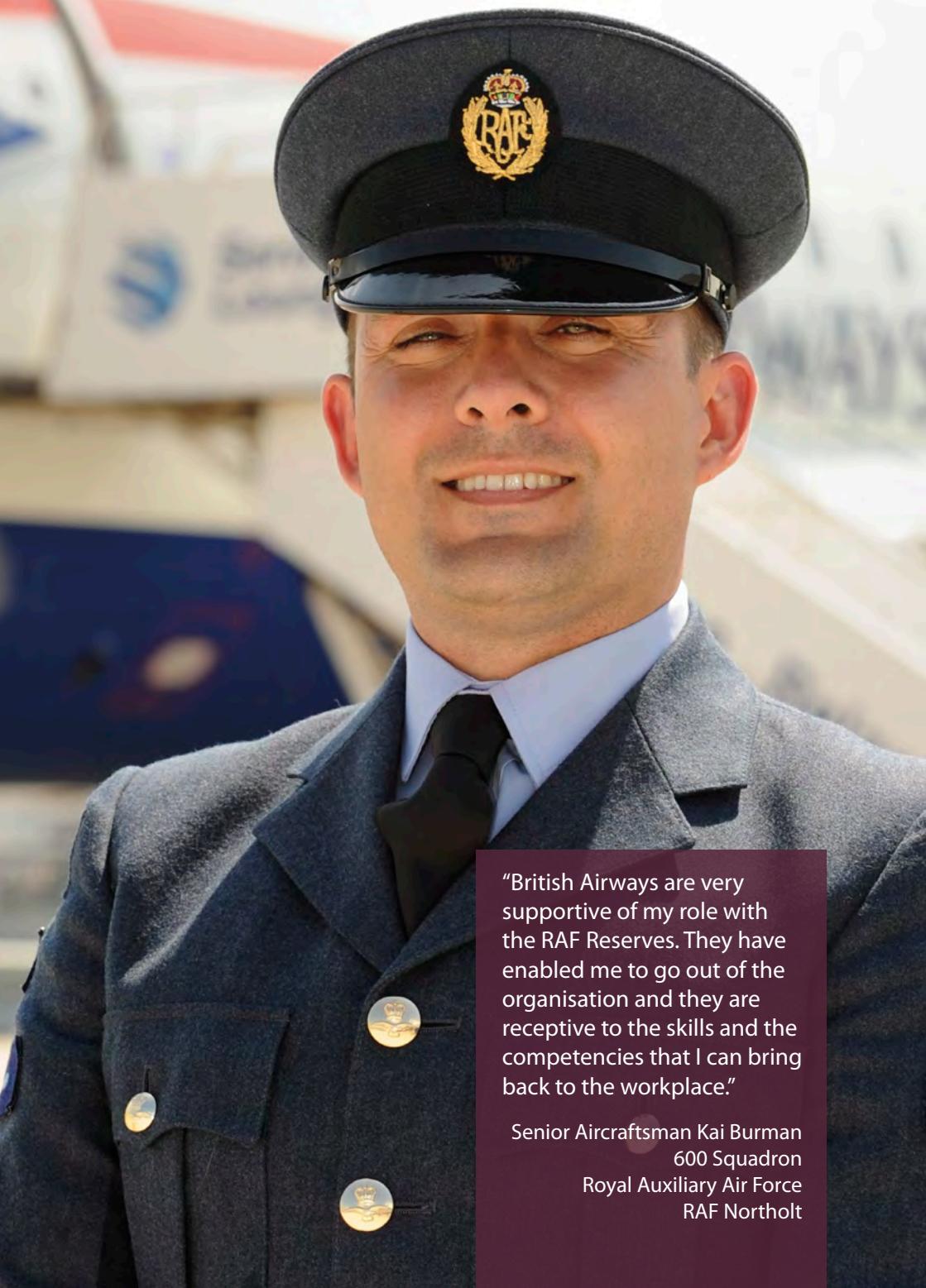


around training commitments and potential mobilisation.

It's good to keep in touch

Both Reservists and employers say it's a great help to stay in regular contact when they are deployed on operations. It allows people at work to know what their Reservist colleague is doing – plus, the Reservist can be kept up to speed with developments back at work – making integration back into civilian life that much easier on their return.

Further information: www.sabre.mod.uk/rights



"British Airways are very supportive of my role with the RAF Reserves. They have enabled me to go out of the organisation and they are receptive to the skills and the competencies that I can bring back to the workplace."

Senior Aircraftsman Kai Burman
600 Squadron
Royal Auxiliary Air Force
RAF Northolt

Mobilisation

What is mobilisation?

Mobilisation is the process that occurs when Reservists are needed to support a Defence operation. A specific 'call out' order is given under the Reserve Forces Act 1996.

The reality is that Reservists are unlikely to be mobilised except in the event of major operations or when a disaster strikes.

Reservists may be mobilised for up to a maximum of 12 months. The Mobilisation period includes pre-deployment training, deployment itself and any post operational and accrued leave. As of 1 October 2014, Reservists can be mobilised to carry out any tasks that the Regular Forces undertake.

Will I be notified if my employee is mobilised?

Yes. Defence realises that you and your employee will need time to put your affairs in order. Defence works with the Reservist's employer and wherever possible, gives you at least 28 days' notice for contingency (short notice) operations and at least 90 days for pre-planned operations.



Both you and your Reservist employee will receive a call-out notice containing key information, including the call-out date, expected duration and details of how to claim financial assistance.

Can I appeal the call-out notice?

Yes. If your employee's absence would come at a time that you believe would cause serious harm to your business, then you have the right to seek exemption or deferral of the call-out order. Details about how to appeal are contained in the call-out notice.

Further information: www.sabre.mod.uk/mobilisation

Financial assistance



"Military people tend to be flexible and have a can do attitude, which is good for an employer, but of course finance is usually a big plus."

Flying Officer Cathy Saveker
904 Expeditionary Air Wing

Business Administrator
NHS Healthcare NHS Trust

Legislation offers employers, Reservists and self-employed Reservists financial assistance for the duration of their mobilisation, including, but not limited to:

- Defence-funded salary costs for a mobilised Reservist
- Defence-funded employer contributions to an organisation's pension scheme, if withdrawn by the employer and the Reservist chooses to remain within this scheme
- Salary costs for a temporary replacement or overtime costs exceeding Reservist's salary up to a maximum of £110 per day (c. £40 k per year)
- Agency fees and non-recurring advertising costs incurred in replacing the Reservist
- Essential retraining costs for the Reservist returning to work following mobilisation
- Up to £2000 of costs of training the person who fills in for the Reservist during mobilisation
- Five days of handover costs before and after an employee is mobilised
- 75 per cent up to £300 of specialist clothing costs for a person replacing a deployed Reservist
- Up to £2000 of some of the costs incurred by self-employed Reservists who put their business in cessation during their mobilisation

Also, Defence will pay up to £500 a month to small and medium-sized companies, equivalent sized charities and partnerships for each Reservist mobilised.

Returning to work

Reinstating a Reservist back into work

After a period of permanent service, both employers and Reservists have certain obligations under the Reserve Forces (Safeguard of Employment) Act 1985. A Reservist needs to write to you requesting reinstatement in their role and a return to work date.

You must reinstate the Reservist to their former role for a stated minimum period. However, if this is not possible, you must offer the most favourable alternative employment.

Further information: www.sabre.mod.uk/returntowork

Employers – doing their bit for Britain

By encouraging employees' Reserve service, you are contributing to the defence and security of the United Kingdom. Your support benefits not only the Armed Forces and your employees, but also your organisation.



CONTACT US

Want to find out more?

We want you to support, encourage, even assist Reservists to serve. Reserve service is not a challenge to be overcome, but an opportunity to be exploited by your organisation.

Visit us online: sabre.mod.uk

Follow us on

-  www.sabre.mod.uk/facebook
-  www.sabre.mod.uk/Twitter
-  www.sabre.mod.uk/linkedin

Email us: help@sabre.mod.uk

Call the SaBRE Helpline: **0800 389 5459**

Or contact your regional representative

Region	Telephone Number
Scotland Highland	01382 631026
Scotland Lowland	0141 945 6751
Northern Ireland	028 9066 4902
North of England	0191 383 6260
North West and Isle of Man	0151 728 2069
Yorkshire and Humber	01904 637929
Wales	029 2037 5734
West Midlands	0121 427 5221 ext 242
East Midlands	0115 924 8627
East Anglia	01245 244817
Greater London	020 7384 4676
South East	01252 357624
South West	01823 250110

See further information about the Armed Forces at:

www.royalnavy.mod.uk

www.army.mod.uk

www.raf.mod.uk



26/3/15