

If you require this guidance in another format please go to the end of this document for details.

1. Introduction

KCC employ staff who are members of the Reserve Forces and recognise the valuable contribution that Reservists make to the UK Armed Forces, their communities and the workplace.

Kent's close relationship with the military is cemented in the [Kent Community Covenant](#) which is our commitment to supporting the former and serving armed forces community to access public services fairly and help them to play a significant part in the local community.

The Covenant aims to:

- complement the principles of the [Armed Forces Covenant](#), which defines the general principles that should govern the relationship between the nation, the government and the armed forces community
- encourage all parties within the local community to offer support to the local armed forces community and make it easier for service personnel, their families and veterans to access the help and support available
- encourage members of the armed forces community to do as much as they can to support their local community and promote activity which integrates the service community into civilian life.

2. Purpose and Scope

KCC has pledged its support for members of/or those wishing to join the Reserve Forces and acknowledges the training undertaken by Reservists that enables them to develop skills and abilities that are of benefit to both the individual and KCC. This document intends to define our obligations towards all employees who are members of the Reserve Forces.

KCC do not disadvantage those Reservists who notify the organisation of their Reserve status or those Reservists who are made known to the organisation directly by the Ministry of Defence (MoD).

KCC shall, subject to the provisions set out in Section 5, agree to release Reservists for attendance at Reserve Forces Training events where these take place on their normal working day.

KCC shall, subject to the provisions set out in Section 5 agree to the release of all employees mobilised for Reservist duties.

The Company will continue to treat the contracts of employment of employees mobilised for Reserve Service as operable throughout the period of such service and there will be no loss of continuous service or service related benefits.[Under The Reserve Forces Act (Safeguarding of Employment) Act 1985.

3. Types of Reservist

There are two main types of Reservist:

- **Volunteer Reservists** - civilians recruited into the Royal Naval Reserves, Royal Marines Reserves, Army Reserve and Royal Auxiliary Air Force.
- **Regular Reservists** - ex-regular servicemen who may retain a liability to be mobilised depending on how long they have served in the Armed Forces.

The Reserve Forces Act 1996 also provides for other categories, such as:

- **Full Time Reserve Service** -Reservists who wish to serve full time with regulars for a predetermined period in a specific posting
- **Additional Duties Commitment** - part-time service for a specified period in a particular post
- **Sponsored Reserves** - These are personnel employed by a contractor to provide a service to the Ministry of Defence (MoD).
- **High Readiness Reserves** – These are Reserves, usually with a particular skill set, that are available at short notice (with written agreement from their employer)

4. Reserve Status Notification

Reservists are required to inform their employer that they are a member of the Reserve Forces and the specific force that they belong to. This is so that KCC can provide the appropriate level of support to the Reservist. It also assists with resource planning during periods of leave e.g. training and/or mobilisation. KCC also recognises the additional skills and experiences that being a Reservist can bring to the organisation and therefore it is useful for KCC to have an understanding of where these particular skills and experiences exist.

In order to meet the requirements of the Working Time Regulations (WTR) 1998 and The Kent Code, if the employee takes up additional employment, including within KCC, they must seek the agreement of their line manager. Further information about the WTR and The Kent Code is available on KNet.

The MoD will issue written confirmation to KCC informing them that the employee is a Member of the Reserve Forces. The letter will provide detail of mobilisation obligations and rights as an employee; rights as an employer; and details of the financial assistance available if an employee is mobilised. Where possible, it will also provide details of any annual training commitments. The MoD will also send a follow-up letter each year to confirm that the information held is still accurate.

It is the responsibility of the Reservist to ensure their personal details are kept up to date e.g. if they change employer or leave their respective Reserve Force.

In any circumstances, the Reservist will not be disadvantaged as a result of notifying KCC of their Reserve status.

5. Training commitments and Time off

KCC 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, and KCC.

Training commitments vary but in most cases include:

- **Weekly training** – most Reservists train at their local centre for around two-and-a-half hours, one evening per week
- **Weekend training** – all Reservists are expected to attend a number of training weekends which take place throughout the year
- **Annual training** – a 2 week annual training course sometimes referred to as ‘annual camp’. This may take place at a training establishment, as an attachment to a Regular Unit, a training exercise or a combination of any of these. Training normally takes place within the UK, although each year some Reservists train overseas.

KCC is committed to granting additional paid leave two weeks per year to Reservists specifically to enable them to attend their annual camp. Please see Other Leave for more information.

Reservists should give as much notice as possible of training commitments to allow appropriate planning for absences.

KCC also offers flexible working conditions and the ability to buy annual leave which a Reservist may request for special purposes such as undertaking activities in the Reserve Force.

It is important to make sure that if an employee (Reservist or not) has applied to buy extra holiday entitlement that they have signed a document indicating their consent to a reduction in pay.

6. Mobilisation

Mobilisation is the process of calling Reservists into full time service with the Regular Forces, in order to make them available for military operations. The maximum period of mobilisation will depend on the scale and the nature of the operation and is typically no longer than twelve months.

The Call-out papers for mobilisation are sent by post or sometimes delivered in person by the Reservist to their line manager. The documentation includes the call-out date and the anticipated timeline. Whenever possible, the MOD aims to give at least 28 days’ notice of the date that a Reservist will be required to report for mobilisation, although there is no statutory requirement for a warning period prior to mobilisation.

A period of mobilisation comprises three distinct phases:

- Medical and pre-deployment training;
- Operational tour;
- Post-operational tour leave.

Pre-mobilisation Line Manager to discuss with Employee

- Meet with Reservist to ensure all mobilisation paperwork completed (including pay, benefits & pension arrangements)
- Make a claim for financial assistance as appropriate (see section 11)
- Discuss any handover of work and return of equipment
- Arrangements for keeping in touch
- Refer to checklists. See Appendices A and B

During mobilisation

- Keep in touch with Reservist as arranged.

Post mobilisation

- Ensure both KCC and Reservist fulfil their return to work obligations. See Template Letter B.
- After care and support requirements, if necessary.

7. Applying for Exemption/ Deferral/ Revocation

In all cases of mobilisation, KCC will release the Reservist to report for duty unless there are exceptional circumstances, whereby the decision and reasoning will be explained to the Reservist.

In such circumstances line managers have the right to seek exemption, deferral or revocation if the Reservist's absence is considered to cause serious harm to service delivery.

Definitions of 'harm' will vary from case to case, but may include:

- loss of reputation, goodwill or other financial harm
- impairment of the ability to produce good 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).

Details of how to apply for exemption are included in the call-out pack. The application must reach the Adjudication Officer within 7 days of KCC receiving a call-out notice. If this timescale is not met, permission to make a late application will need to be obtained from the Adjudication Officer. The Reservist also has the right to apply for exemption or deferral if the call-out papers arrive at a difficult time.

If an unsatisfactory decision is received following the application for a deferral, KCC can appeal for a hearing by the Reserve Forces Appeals Tribunal. Appeals must reach the Tribunals Secretary within 5 days receipt of written notice of the decision. If the tribunal rejects the application for exemption or deferral, KCC will be required to release the Reservist for mobilisation.

8. Treatment of Terms and Conditions during mobilisation

KCC will continue to treat the contracts of employment of employees mobilised for Reserve Service as operable throughout the period of such service and there will be no loss of continuous service or service related benefits.

Pay – The MoD will assume responsibility for the Reservist's salary for the duration of their mobilisation. The MoD will pay a basic salary according to the Reservist's military rank. If

this basic element is less than the Reservist's pay from KCC, it is the Reservist's responsibility to apply to the MOD for the difference to ensure that they suffer no loss of earnings.

KCC is not required to pay the Reservist's salary during the period of mobilisation.

Reserve Forces Mobilisation leave - Where mobilisation occurs the Reservist will be given special unpaid leave of absence from their KCC role(s).

Payroll – Mobilisation does not break continuity of employment (S.217 (a) Employment Rights Act 1996) and therefore it is recommended:

- for payroll purposes, the Reservist will be placed on a period of '**Reserve Forces Mobilisation leave**'
- note that any period of mobilisation does not count towards reckonable service periods.

Starting Mobilisation - Dates of mobilisation should be provided to Employee Services by the line manager through submission of an Absence Not Due to Sickness Form via hrconnect@kent.gov.uk or Tel: 03000 411110 to enable the Reservists pay record to be up-to-date.

For the duration of the absence, a line Manager may wish to temporarily remove the Reservists access to their ICT account. The line manager may request access to the Reservist's mailbox during their mobilisation. The suitable options relating to the circumstance are available to the line manager via ICT Self Service or ictservicedesk@kent.gov.uk or Tel: 03000 415555

Returning from Mobilisation - Once the Line Manager knows the Reservist's return to work date they should inform Employee Services, and ICT timely in readiness for the Reservist return to work:

- Submit to Employee Services an Absence Not Due to Sickness Form via hrconnect@kent.gov.uk or Tel: 03000 411110
- ICT Self Service for access to systems

Benefits – All contractual benefits that are suspended by KCC during mobilisation can be claimed by the Reservist as part of their Reservist Award. For example:

- Childcare Vouchers
- Cycle2work

The Reservist should discuss any benefit arrangements during a pre-mobilisation meeting with their line manager. This should cover those benefits which will be suspended and for any continuing benefits, arrangements should be made as to how these are paid.

Pension – Regulation 17 of the Local Government Pension Scheme (LGPS) Regulation 1997 provides that a member of the LGPS must, whilst the individual is on Reserve Forces service, pay basic pension contributions (any AVCs or additional contributions an individual may be paying to purchase added years) if and only if, the Reserve Forces pay equals or exceeds the pay they would normally have received. If this is the case, contributions are due on the Reserve Forces pay and the service would count in full for pension purposes.

If the Reservist is a member of the LGPS Pension Scheme and KCC suspends the employer contribution, and the Reservist chooses to remain within it, then MoD will make the employer contributions for the period of mobilisation, as long as the Reservist continues to make their personal contributions. For further information please contact the Pension Section email: pension.support@kent.gov.uk or Tel: 03000 413488.

Further information relating to pension options can be found in the Call-Out Pack.

Annual Leave – Reservists should be encouraged to take any accrued annual leave before mobilisation. KCC is not obliged to accrue annual leave for a Reservist employee during the period of mobilisation. Reservists accrue annual leave with the MoD whilst they are in full time service. When they demobilise, Reservists are entitled to a period of post-operational leave (POL). During this period they will continue to be paid by the MoD.

For Military spouses employed by KCC, Managers should try to accommodate leave arrangements flexibly when requests are made. This needs to be done in the context of balancing business requirements and supporting individuals. A specific example of this would be to support military spouses by enabling them to take their leave at times which coincide with their partner's return from tours of duty.

Where it is not possible for the employee to take annual leave (i.e. because they have already exhausted their leave entitlement) then consideration maybe given to granting unpaid leave.

Dismissal/Redundancy – A Reservist's employment cannot be terminated on the grounds of their military duties or their liability to be mobilised. To do so would be a criminal offence under s.17 of The Reserve Forces (Safeguarding of Employment) Act 1985.

Reservists can be included in the redundancy pool if this is necessary due to a downturn in business or closure of a department. However, all employees should be treated consistently, and redundancy criteria should not discriminate against Reservists on the grounds of their Reserve service or call-up liability.

If a Reservist is not happy with the offer of alternative employment they must write to the employer stating why there is 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 Safeguarding of Employment Act 1985, an applicant 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. Details can be found in the Call-out pack from the MoD.

Sick Pay – During the period of mobilisation the Reservist will continue to accrue any rights to service-related KCC sick pay. Should a Reservist become sick or injured during mobilisation they will be covered by MoD Medical Services and any financial assistance will continue to be received (including pay) until demobilised. If the sickness or injury continues and this results in early demobilisation, the Reservist will remain covered by the MoD until the last day of paid military leave.

After this time the Reservist will be covered by KCC's sickness arrangements (in line with local policy).

If the Reservist becomes ill post mobilisation, and a notional return to work date has been agreed, they will be covered by KCC sickness arrangements (in line with local policy).

9. Return to Work

Both the Reservist and KCC have obligations under The Reserve Forces (Safeguarding of Employment Act) 1985 regarding the return to work process.

Reservist:

The Reservist must 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. This letter formally starts the return to work process. See Template Letter B.

They are also encouraged to informally contact the employer to discuss their return to work at the earliest opportunity, whether via a letter, a meeting or a telephone call. The formal application must be made in writing for it to be valid under the Act.

Employer:

The Employer has an obligation under the Reserve Forces (Safeguarding of Employment) Act 1985 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.

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 weeks, depending on their length of service prior to mobilisation. See table below

Weeks of employment before mobilisation	Number of weeks reservist must be re-employed for
Up to 13	At least 13
Between 13 and 51	At least 26
52 weeks or more	At least 52

Sometimes Reservists may need refresher training when they return to work, or be given time to familiarise themselves with processes and procedures in the workplace. Financial assistance may be available for retraining if it is required as a direct result of their mobilisation, although applications cannot be made for training courses that would have taken place anyway. Evidence of costs will be required in addition to evidence that the Reservist could not reach the required standard by any other means, such as workplace experience. Details can be found in the Call-out pack from the MoD.

Reinstatement Committee - The reinstatement committee is an independent tribunal (similar to an employment tribunal) and it consists of three people: a legally-qualified Chairman and two other members. It has the power to instruct employers to re-employ individuals or to award financial compensation, failure to comply with such an order is a criminal offence. Details can be found in the Call-out pack from the MoD.

The Law - A Reservist who is not reinstated might also claim unfair dismissal. A dismissal of a Reservist because he or she has been, or is liable to be, called up for military operations is likely to be unfair. The refusal to reinstate a reservist returning from military operation is also likely to be unfair. There may be constructive dismissal if the reservist is

reinstated, but forced to resign, for example because of being put on less favourable terms and conditions.

Employment Tribunals – The Defence Reform Act 2014 introduced legislation in the UK to provide Reservists with immediate right of access, without a qualifying period, to an Employment Tribunal for unfair dismissal if the dismissal relate to Reserve Forces.

10. Aftercare

A Reservist returning to work will benefit from a smooth re-integration into the workplace/team. The following should be considered as part of this process:

- Provide an update on changes and developments in the organisation by way of a return to work interview
- Offer specific refresher/re training where it is sought/considered necessary particularly if the role has evolved/changed
- Encourage informal get together with colleagues before or soon after the return to work to prevent any feeling of dislocation
- Discuss any health concerns. If there is concern that a Reservist may be experiencing issues (i.e. physical/ mental health) as a result of their deployment then the Reservist should be encouraged to seek advice/help and consult their unit/GP.
- Give details of Support Line

11. Financial Assistance

Financial assistance for employers in the event of an employee who is a Reservist being mobilised is governed by the Reserve Forces (Call out and recall) (Financial Assistance) Regulations 2005. These cover additional costs above the normal earnings of the called-up Reservist associated with replacing that employee. There are 3 types of award available:

One-off costs:

- Agency fees, if a recruitment agency or employment agency is used to find a temporary replacement; or Advertising costs
- No financial cap on claims, but any claim must be supported by relevant documentation

Recurring costs

- Overtime costs, if other employees work overtime to cover the work of the Reservist [by the amount that such costs exceed earning of the Reservists]
- Costs of temporary replacement [by the amount that such costs exceed earnings of the Reservist]

The maximum claim available is £110 per day (£40,000 per annum). Claims can be made for every normal working day that the Reservist is away on service. An application for one-off costs and recurring costs must be made within 4 weeks of the end of full time Reservist service. Details can be found in the Call-out pack from the MoD.

Training award – If a returning Reservist has to undertake additional training as a direct result of their mobilisation (routine training excluded), then KCC can make an application for the financial assistance.

12. Further information

Further sources of guidance and information can be obtained from the following:

- HR Connect – Tel: 03000 411110 - hrconnect@kent.gov.uk
- ICT Self Service – Tel: 03000 415555 - email ictservicedesk@kent.gov.uk
- Pensions – Tel: 03000 413488 – email pension.support@kent.gov.uk
- Other Leave Guidance

- Helpline – 0800 389 5459. This is a free telephone helpline open during office hours where advice and guidance can be obtained on training, mobilisation and employment issues.
- MoD - Employers Handbook <https://www.gov.uk/government/publications/reservist-employer-handbook>
- Defence Relationship Management – <https://www.gov.uk/government/groups/defence-relationship-management>
- Royal Navy website – www.royalnavy.mod.uk/the-fleet/maritime-reserves
- Army website – www.army.mod.uk/territorial
- Royal Air Force website – www.raf.mod.uk/rafreserves

Exemptions, Financial Assistance and Appeals – Where to Apply

- Single Service Adjudication Officers:

Guidance and applications for exemption or deferral and Financial Assistance should be made to either:

- The person specified in the Call out notice
- The Adjudication Officer at the Mobilisation Centre
- The Adjudication Officer appointed for the Service in which the Reservist will serve when mobilised below:

Army Adjudication Officer, Army Personnel Centre, PO Bx 2673, Glasgow
 Tel: 0141 224 5123
 Fax: 0141 224 2689
 Helpline: 0800 3896585
 Email: apc-cmops-mob-so2@mod.uk

Royal Navy and Royal Marines Adjudication Officer, Directorate of Naval Personnel, MPG-2, West Battery, Whale Island, Portsmouth PO2 8BX
 Tel: 02392 623527
 Fax: 02392 628660
 Email: NavyLegal-ReservesADJSO2@mod.uk

Royal Air Force Adjudication Officer, Royal Air Force Adjudication Service, C/o Imjin Barracks, Gloucester GL3 1HW
 Tel: 01242 682545
 Fax: 01242 682510
 Email: air1-woadj@mod.uk

Appeals

If you wish to appeal against the decision of the Adjudication Officer, an appeal can be directed to:

The Secretary, Reserve Forces Appeals Tribunal, Alexandra House, 14-22 The Parsonage, Manchester M3 2JA

Tel: 0161 833 6100
Fax: 0161 832 0249
Email: rfat@tribunals.gsi.gov.uk

Manager's Checklist

Employee's Name:	
Employee's OAN:	

Actions	Date Completed	Notes
Recording Reservist Details		
Acknowledge and respond to enquiries from employees who are interested in becoming Reservists or renewing their commitment.		
Familiarise yourself with the Reservist Guidance Notes, which details your responsibilities.		
Maintain accurate records of employees who are Reservists and details of Reserve Unit, Reservist activities, such as training, mobilisation etc.		
Managing Training Commitments		
Respond to all requests for training and apply KCC policy on extra leave for Reservist's.		
Discuss any transferable skills acquired through training and how they can be used in the workplace.		
Managing Mobilisation		
Ensure Reservist's next of kin details are up to date.		
Note and agree anticipated dates of Reservist's mobilisation, demobilisation and return to work.		

Actions	Date Completed	Notes
Calculate Reservist's annual leave entitlement prior to mobilisation and agree leave with the Reservist as per the Other Leave Policy		
Arrange method and frequency for keeping in touch		
Note contact details, email and postal addresses.		
Arrange a handover of work.		
Complete and issue mobilisation letter (Template Letter A)		
Terms and Conditions during mobilisation		
Ensure the Reservist understands what happens to their pay, benefits, pension, loans etc. during mobilisation		
Ensure the Reservist has completed the pension scheme choice declaration detailed in their Call Out papers. Continue or suspend the employer contribution if the Reservists opts to remain in their civilian employment pension scheme. If the Reservist opts to remain in their civilian pension scheme the Reservist must continue to pay their employee contributions and for the MoD to pay the employers contribution.		
Confirm pension payee details as per the employer's call-out pack		
Make an application for Financial Assistance and/or Employer Incentivisation Payments(EIP) as appropriate (details in employer's call-out pack)		
Ensure all equipment e.g. Laptop/mobile are returned as appropriate		

Actions	Date Completed	Notes
Inform payroll that the Reservist is mobilised and change status to unpaid special leave.		
During mobilisation		
Provide support during period of active service, through mutually agreed keeping in touch arrangements, and upon their return to work		
Demobilisation		
Respond to informal/formal contact from Reservist (or next of kin) regarding returning to work (Template Letter B)		
Set up meeting and agree Reservists return to work date		
Take forward any actions arising from the meeting including any necessary reasonable adjustments		
If the Reservist does not make contact within 3 weeks, notify HR who should make contact with the Reservist.		
Return to Work		
Reservist's return to work: liaise with HR and Payroll to reconfirm dates		
Identify any transferable skills acquired whilst mobilised and how they can be used back in the workplace.		
Provide on-going support during the transition period.		

Reservist's Checklist

My OAN Number:	
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Actions	Date Completed	Notes
Recording Reservist Details		
Inform manager about membership of the Reserve Force and advise them of Unit details and Reservist training and mobilisation commitments as soon as dates are known (Employer Notification Policy)		
Ensure military records are updated with Employer details (Employer Notification Policy)		
Read the information available on the Defence Relationship Management (DRM) website.		
Managing Training Commitments		
Familiarise yourself with KCC's guidance on Reserves		
Consider options for leave in accordance with KCC Other Leave regarding Reservist training		
Ensure manager has as much notice as possible of training commitments – ask Unit to provide evidence of training commitments if required		
Request authorisation from manager for leave. Note requests for additional paid leave may not always be granted.		
Managing Mobilisation		
Ensure next of kin details are up to date.		
Notify manager on receipt of Call Out papers immediately		

Agree with manager anticipated dates of mobilisation, demobilisation and return to work.		
Discuss leave entitlements and agree any time off before mobilisation.		
Identify work to be handed over		
Contact payroll to manage payment of loans and/or voluntary deductions		
Discuss and agree method and frequency of keeping in touch		
Complete pension scheme choice declaration as per Call Out papers		
Make an application for Reservist Financial Assistance as appropriate (details in call out papers)		
Return any equipment including laptop or mobile as appropriate		
Terms and Conditions during mobilisation		
Ensure understanding of what happens to pay, benefits, pension, loans etc. during mobilisation		
During mobilisation		
Keep in touch at frequency agreed		
Demobilisation		
Contact manager informally and formally (in writing) to request return to work and agree a date		
Return to Work		
Return to work on agreed date		
Discuss any transferable skills acquired and how they can be used in the workplace.		

Template Letter A



PERSONAL & CONFIDENTIAL

NAME
ADDRESS

UNIT
ADDRESS

Direct Dial/Ext:
E-mail address:
Ask For:
Date:

Dear NAME

Re: Employment arrangements during mobilisation

Following the notification of your forthcoming mobilisation with the Reserve Forces, I am writing to set out employment related arrangements which will apply prior to, during and immediately after your period of mobilisation.

Special Leave

During mobilisation you will be on unpaid special leave from KCC, which will count as a period of continuous service. Your period of special leave will commence on **MANAGER TO INSERT DATE**. Your approximate date of return to work is **MANAGER TO INSERT DATE**.

Pay arrangements

Your salary and benefits in kind will be suspended whilst you are mobilised. Your Reserve Force will assume responsibility for your salary for the duration of your mobilisation.

Benefits

As you will not be in receipt of any salary from KCC during mobilisation you will need to decide which benefits you wish to continue, suspend or amend during the mobilisation period.

For those benefits that you wish to stop, suspend or amend during mobilisation, it is your responsibility to notify any providers (internal and third party) of the intention to stop, suspend or amend any arrangements. Such notifications must be completed prior to mobilisation.

You should be aware that failure to notify any providers (internal and third party) of any alterations to contributions/payments will result in the monthly payments continuing to be made as normal by KCC through payroll and you will be required to reimburse KCC the full amount within **(MANAGER INSERT TIMEFRAME)** of returning to work.

OFFICIAL-SENSITIVE

KCC recommends that you make any repayments of any contributions/payments that KCC makes on your behalf on a monthly bases as there may be tax adjustments if repayments are made as a lump sum at the end of mobilisation.

Where you suspended/cancelled any benefits prior to mobilisation, it is your responsibility to contact the provider to make any arrangements to re-start once you return to work.

Annual Leave

Prior to mobilisation you will accrue KCC annual leave under normal arrangements and you are encouraged to take this leave where possible prior to mobilisation.

During the period of mobilisation any KCC annual leave will cease to accrue and you will accrue annual leave with the MoD. MoD annual leave arrangements will apply and there is no requirement to advise KCC of any annual leave taken during the period of mobilisation.

Upon return to work you will start to accrue KCC annual leave. Any untaken accrued KCC annual leave should be taken prior to the end of the holiday year in which you return from mobilisation.

Pension

You are entitled to remain a member of the LGPS Pension Scheme. Your Reserve Force will pay the employer contributions for the period of mobilisation provided that you continue to pay your employee contributions and complete the necessary forms that are contained within your Call Out papers.

You can contact HR/ Pensions/ Line Manager (**DELETE AS APPLICABLE**) to discuss your pension, contributions and benefits. If you have opted to join the Reserve Forces Pension Scheme, you will not accrue reckonable service for your LGPS Pension Scheme during your period of mobilisation.

Keeping in Touch

During our meeting we agreed the most appropriate way of keeping in touch whilst you are away. This will be by (**INSERT METHOD, FOR EXAMPLE, NEXT OF KIN, EMAIL, POST AND/OR TELEPHONE**). We have also agreed that we will aim to keep in touch (**INSERT FREQUENCY**). You have confirmed that your next of kin is (**INSERT NAME**) and their telephone number is (**INSERT NUMBER**).

Sick Pay

During the period of mobilisation you will continue to accrue any service related KCC sick pay. However, should you become sick or injured during mobilisation you will be covered by the MoD's healthcare arrangement (including pay) until you are demobilised. If the sickness or injury continues and this results in early demobilisation, you will remain covered by the MoD until the last day of paid military leave.

After this time you will be covered by KCC's sickness arrangements. If you become ill post mobilisation, and a notional return to work date has been agreed, you will be covered by KCC sickness arrangements.

Return to Work

You should provide KCC with as much notice as is practicable to your return to work date. This can take place at any time once you know the expected date of demobilisation and the amount of Post-Operational Tour leave plus any other leave to be taken. Such notification should be to your line manager/ and/or HR **(MANAGER DELETE AS APPLICABLE)**. You should maintain contact with KCC should this expected return to work date change. Your Line Manager/HR **(DELETE AS APPLICABLE)** will advise Payroll and the relevant LGPS Pension Scheme of this return to work date.

Formal Notification Requirements

Once a Reservist reaches their last day of paid military service, under the Reserve Forces (Safeguarding of Employment Act 1985), employers have an obligation under this act to reinstate the Reservist.

Under this legislation you must write to KCC no later than the third Monday after your last day of paid military service to inform us that you are available to return to work. KCC will acknowledge receipt of this letter.

The Role the Reservist is returning to

Upon return to work you will be entitled to the same job or a reasonable and suitable alternative. In the event that your previous role and reasonable and suitable alternatives no longer exist as a result of changes to the business, KCC will endeavour to identify another reasonable and suitable job.

Return to Work Meeting

A Return to Work meeting will be scheduled upon your return to work. The purpose of this meeting is to discuss the mobilisation experience; the role you are returning to and any associated handover arrangements; pay and benefits and other relevant administration activities and to identify any support that KCC can offer to ensure a smooth reintegration back to work, including any assistance from Occupational Health. This is also an opportunity to discuss whether you would consider sharing your mobilisation experiences via communications to raise awareness of activities of Reservists within KCC.

If you would like to discuss this letter, please do not hesitate to contact me.

Yours sincerely

NAME
LINE MANAGER

cc Human Resources Team
Business Services Centre
HR Connect



DECLARATION

I understand and accept the arrangement set out above including those variations to my terms and conditions of employment during my period of Reservist Mobilisation.

Signed: _____ Date: _____

Name: _____

Signed on behalf of KCC: _____

Date: _____
Name: _____

(Copies should be retained by Line Manager/Pensions/HR & Reservist)

Template Letter B



PERSONAL & CONFIDENTIAL

NAME
ADDRESS

UNIT
ADDRESS

Direct Dial/Ext:
E-mail address:
Ask For:
Date:

Dear **NAME**

Re: Acknowledgement of Return to Work

I am writing to acknowledge your formal notification of intention to return to work following your Reservist Mobilisation.

It is agreed that you will return to work on **MANAGER INSERT DATE** and in support of this, a return to work meeting has been scheduled for **MANAGER INSERT TIME** on **INSERT DATE** and will be held **INSERT LOCATION**. The meeting will be attended by **LINE MANAGER** and **HR**. The purpose of this meeting is to welcome you back to work and to discuss a number of practical matters to support a smooth reintegration back into the workplace.

In the meantime if you have any queries, please do not hesitate to contact either your me (**LINE MANAGER** or **HR (NAME)**).

Yours sincerely

NAME
LINE MANAGER

cc Human Resources Team
Business Services Centre
HR Connect