



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 spare time to train and serve alongside the Regular Forces.**

Members of the Royal Naval, Royal Marines, Army and Royal Air Force Reserves 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 their same roles to exacting high standards.

For further information visit: [www.gov.uk/mod/employer-relations](http://www.gov.uk/mod/employer-relations)



Matt Smith, Army Reservist.

# Benefits of employing a Reservist



**The Reserve Forces undergo rigorous training, which develops key skills such as leadership, teamwork and organisation. These core Reservist skills are invaluable to employers in all sectors.**

## **Transferable skills**

Reservists receive training which could cost an organisation over £8,000 pa to implement. 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. So they should be supported and encouraged to take advantage of development opportunities within the Reserve Forces.

## **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 operations also develop resourcefulness, perseverance and the ability to improvise in unfamiliar or difficult circumstances.



"I absolutely love my job connecting customers to superfast broadband. I applied to Openreach because of their support for the Forces. As a Reservist, I get two extra weeks' paid leave, which means I can travel and use my technical skills to help those in other countries get connected too!"

Laura Beck  
Openreach Network Engineer  
and Army Reservist

# Case study

## Paul Stevenson, Nuclear Engineering Specialist, Atkins and Royal Navy Reservist



"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 manage both commitments."

### Paul's training in the 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 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 logisticians. At design, engineering and project management consultancy Atkins, Paul has a similar role to ensure the safe operation of nuclear facilities. His leadership skills also help him lead technical teams in projects such as the Japanese Earthquake Response Programme following the events at Fukushima.

# Supporting your Reservist employees

## Training commitments

Reservists are incredibly committed. Most train one evening a week with their unit and attend training weekends throughout the year. To consolidate their skills, they also take part in annual training which is usually completed over a period of two weeks, with some flexibility.

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 value the skills employees gain and bring back to the workplace.

## Developing an HR policy

Having written guidelines will ensure that line managers, current Reservist employees and potential recruits understand your organisation's policy, such as time off for training. An HR policy 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. This 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.gov.uk/mod/employer-relations](http://www.gov.uk/mod/employer-relations)

# 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.

Reservists may be mobilised for anything from a few days 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 or appeal against call-out.

## 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. The call-out notice pack provides details about how to appeal.

Further information:  
[www.gov.uk/mod/employer-relations](http://www.gov.uk/mod/employer-relations)

"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."

Kai Burman  
 Flight Planner at British Airways  
 and RAF Reservist

# Financial assistance



“We run a small family business and a Reservist employee has been mobilised again. Replacing staff for months is always hard but we fully support him. By claiming financial assistance we can afford to employ sub-contractors to cover his absence without losing out.”

Steve Smith  
Smith and Sons Carpets

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
- Additional salary costs for a temporary replacement or overtime costs if they exceed the 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
- Up to £2000 of costs of training the person who fills in for the Reservist during mobilisation
- Five days of handover costs before the employee is mobilised and on return to work
- 75 per cent up to £300 of specialist clothing costs for a person replacing a deployed Reservist
- Essential retraining costs for the Reservist returning to work following mobilisation
- Up to £2000 for expenses incurred by self-employed Reservists before, during and after mobilisation.

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

# 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:  
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## 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.



# 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 for your organisation to grow stronger by retaining and hiring individuals with first class transferable skills.**

Email us: [employerrelations@rfca.mod.uk](mailto:employerrelations@rfca.mod.uk)

**Follow us:**



@DRM\_Support



@DefenceRelationshipManagement



[www.linkedin.com/company/defence-relationship-management-drm-](http://www.linkedin.com/company/defence-relationship-management-drm-)

Defence employer support helpline: **0800 389 5459**

Or contact your regional employer engagement director

### **Reserve Forces and Cadets Associations**

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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](http://www.royalnavy.mod.uk)

[www.army.mod.uk](http://www.army.mod.uk)

[www.raf.mod.uk](http://www.raf.mod.uk)