

Reservist Policy

HR Service Original Policy 1 April 2009

1. Introduction

The following policy principles were agreed by General Purposes Committee in March 2009.

2. Scope

These principles apply to all employees with the exception of casuals and staff in schools where Bexley is not the employer (where it will be recommended to Governors that similar policy principles are agreed).

3. Policy Principles

*“Thousands of members of the Reserve Forces (Royal Naval Reserve, Royal Marines Reserve, Territorial Army and Royal Auxiliary Air Force) have been mobilised for full-time service overseas in recent years. When called upon, these men and women serve alongside their colleagues in the Regular Forces with courage and dedication, and often at considerable personal sacrifice. We admire their commitment and are determined to support all current and future employees in the Reserve Forces.” **

**The Council’s statement of commitment as a member of SaBRE (Supporting Britain’s Reservists and Employers)*

1. The Council recognises the vital role of Britain’s Reserve Forces and the valuable contribution that Reservists make to our Defence, their communities and their civilian workplace;
2. The Council supports membership of the Reserve Forces by its employees;
3. The Council will not unreasonably refuse a request to release an employee from work if they are mobilised for active duty – whether voluntary or compulsory;
4. Employees will be granted up to 10 days leave, with pay, to attend training at summer camp in accordance with national terms and conditions of employment;
5. Employees who are required to undertake additional training during working time will be granted reasonable time off, with pay, provided that the training cannot be arranged for non-working time, in accordance with national terms and conditions of employment;
6. Employees will not be unreasonably refused time off to attend voluntary additional training but this will be unpaid;
7. If mobilised, employees will be granted unpaid leave for the duration of their active service and their contract of employment with the Council will continue;
8. Annual leave will not accrue during the period of absence;
9. Any pay or non-pay benefits that the employee normally receives will be suspended during a period of mobilisation eg. salary sacrifice schemes, essential user car allowance, Choices. The only

exception to be leased cars for which separate contractual conditions apply. (The employee will be required to maintain their agreed contributions).

4. Reservist HR Procedure

The Deputy Director (HR), in consultation with the Chief Executive, has delegated authority to develop, implement and review as necessary, a detailed HR procedure to support these policy principles.