



RESERVE FORCES AND MILITARY LEAVE POLICY

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Haines Business Systems Ltd
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Introduction

The company is committed to its role in assisting employees who are called to active military service. This policy sets out the scope of the company's assistance and duties and aims to provide information to eligible employees regarding leave, pay, benefits and return to work.

Mobilisation

Mobilisation is the process of calling, or recalling, Reservists to work alongside Regular Forces under certain circumstances detailed in the Reserve Forces Act 1996 (RFA 96).

When a Reservist is mobilised they will be given a letter for their employer with their mobilisation papers. As soon as his letter is received, the employee must forward it to their immediate line manager, who should immediately then notify payroll. Ordinarily the reservist will be given a minimum of two weeks notice of compulsory mobilisation in order that disruption to the business is reduced. However, certain categories of reserve list are exempt from this commitment.

Exemption

The company is entitled to defer or seek exemption from mobilisation where the loss of an employee will cause serious harm to the business. Under such circumstances the company must apply for such exemption within seven days of the Reservist being served with mobilisation papers. An