

Reservists – Annual Camp and Mobilisation Policy

Reference: HR017

Document Type:	Policy
Status of Document:	Final
Version:	3.1
Date Approved:	27 th September 2023
Approved By:	Chief People & Corporate Services Officer
Publication Date:	10 th October 2023
Review Date:	27 th September 2026
Policy Owner:	Head of Reward & HR Services
Applies to:	All Staff
Document Location:	Corporate Records Centre and Website
Publication:	Internal & External

DOCUMENT STATEMENT:

All Translink Group Corporate Policies should be consistent in terms of development, approval, implementation, communication, control and review in line with these guidelines.



Do you need to print this document? If yes, please consider the environment; print double-sided copies and print only those pages you need using the 'Page Range' in Print Properties.

Version Control Record

Policy Owner:		Head of Reward & HR Services	
Main Contributors/co-authors:		HR Services Manager HR Management team	
Executive Sponsor:		Chief HR & Corporate Services Officer	
Version Reviewed	Reviewed by / Consultation Sought from	Date of Consultation	Comments
1.0	HR Services Manager	08.08.15	Scope amended to include types of Reservists covered by policy. Included explanation of what mobilisation is, how the call-out process works, and the exemption/deferment process. Included section on returning back to work. Included bullet to say employee not entitled to salary and related payments during mobilisation. Included section (5) in relation to Pension Scheme
1.1	HR Management team	18.09.15	No changes
2.0	HR Management Team	20.10.16	No changes
2.1	HR Management Team	20.01.20	Section 1: amended to provide more clarity around supporting statement. Section 2: Scope – definition of Reserve forces amended. Section 3: Reserve Status Notification added. Section 4: amended to remove that the company will be provided with notice of mobilisation from the MoD. Section 4: amended to include less than 28 days' notice of call out if needed urgently. Section 5: returning to work – amended to include time limit for employee to notify company of their return-to-work date. Section 5: returning to work – amended to include minimum period of re-employment following mobilisation.

**RESERVISTS –
ANNUAL CAMP AND MOBILISATION POLICY**

2.2	A Gordon, MoD	30.01.20	Section 4 ii) added about 'Intelligent Mobilisations'
3.0	A Gordon, MoD	07.07.23	No changes recommended.
	HR Compliance & Governance Officer	30.08.23	Updated formatting changes only

This is a controlled document. Whilst this document may be printed, the electronic version is maintained within the Corporate Records Centre within SharePoint by the Policy Owner.

1. Introduction

Throughout this Policy, the words ‘Translink’ ‘Company’ and/or ‘the Group’ refer to all corporate entities under the ownership of the Northern Ireland Transport Holding Company (NITHC). This includes the parent company and each subsidiary either individually or taken together as a group.

The Company has long been supportive to release for Reservists in relation to annual camp, mobilisations and associated activities.

The Company 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 their employer. This policy intends to define our obligations towards all employees who are members of the Reserve Forces.

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

2. Scope

This Reservists Policy covers Royal Naval Reserve and Royal Marines Reserve (known as The Maritime Reserves), Army Reserves (formerly TA), and Royal Air Force Reserves (includes RAF Reserves and the Royal Auxiliary Air Force).

3. Reserve Status Notification

Reservists are required to inform the Company that they are a member of the Reserve Forces and the specific force that they belong to. This is so that the Company 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. The Company also recognises the additional skills and experiences that being a Reservist can bring to the Company and therefore it is useful for the Company to have an understanding of where these particular skills and experiences exist.

4. Entitlement

Eligible employees in the Reserve will be entitled to the following:

i) Annual Camp

To have **one additional week paid special leave** for the purpose of attending their 2-week annual camp.

Occasionally the services will be unable to run camp alongside our calendar leave year and thus two releases for camp could be requested (one prior to April and the other between April and

December). In order to avoid the possibility of double release in a single year the one-week special paid leave for Reservists will be granted in line with the Reserve training year of April - March and not on a calendar year basis.

ii) Mobilisations

Mobilisation is the process of calling Reservists into full time service with the Regular Forces, in order to make them available for Defence-related activities. The maximum period of mobilisation will depend on the scale and the nature of the operation and is typically about 12 months.

The MOD will endeavour to provide the employer with at least 28 days' notice by way of a 'call-out notice', although this may be less, depending on circumstances. If the employee's absence comes at a time that would have a significant impact on the business, the Company may seek exemption or deferral of the call-out order.

Defence operates a policy of 'intelligent mobilisation' which is designed to reduce the risk of reservists or employers appealing against a call-out notice. Under this policy, reservists are expected to seek their civilian employer's agreement to a planned period of mobilised service **before** putting their name forward to be considered for call-out.

A period of mobilisation comprises three distinct phases:

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

Reservists will be granted **two days paid special leave to prepare for mobilisation.**

Reservists will be granted **one week's paid special leave post-mobilisation.** This element of additional leave should not result in the employee having more than the normal annual leave entitlement in the year of his/her return. This one week paid special leave should normally be taken within 12 months of the post-mobilisation date.

Weekend Training

All Reservists are expected to attend a number of training weekends throughout the year. Managers and Supervisors will consider requests for time off for weekend training positively as a general rule, though it is acknowledged that there may be business circumstances on occasions where release cannot be granted.

Reservist employees should give as much notice as possible of training commitments to allow appropriate planning for absences. Permission once given will not be rescinded unless there are exceptional circumstances.

5. Applying for Exemption/Deferral/Revocation

In all cases of mobilisation, the company 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 potentially result in a significant impact on service delivery.

6. Terms & Conditions during mobilisation

The Company will continue to treat the contracts of employment of Reservists 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.

The Reservist will not be entitled to salary and related payments during the period of mobilisation.

Reservists are encouraged to take any accrued annual leave before mobilisation. A Reservist's annual leave entitlement ceases to accrue during any period of mobilisation.

7. Returning to Work

Following mobilisation, a Reservist needs to write to their line manager no later than the third Monday after their last day of service to request reinstatement into their role and a return-to-work date which should fall within 6 weeks of their last day of full-time service. The Reservist will be reinstated to their former post unless this is not possible, in which case they will be offered a suitable post on terms and conditions no less favourable than their former post.

Reservists are entitled to be re-employed for a minimum period of 13, 26 or 52 weeks post-mobilisation, depending on their service with the company before mobilisation.

8. Pension Scheme

Under the terms of the Local Government Pension Scheme Regulations (NI) 2014, the employee will continue to build up pension as if they were still in work. The Payroll Department will advise the employee of the Assumed Pensionable Pay (APP) figure, the employer and employee contributions due and the amount of any other additional contributions being paid by the employee, which the employee should provide to the MOD so the appropriate employee pension contributions can be deducted.

9. Notes

Any Translink employee injured and subsequently absent from work as a consequence of Reservist duties or camp will not receive sick pay from the company. The employee will be expected to complete administrative procedures with the Defence Medical Services which will provide disability allowance at full Reservist pay rate for up to six months and thereafter subject to review.