As a manager it is important that you have all the information you need to be able to support a reservist. To help you do this we have created a set of five scenarios that provide useful information and tips.

**SCENARIO FOUR**

Your reservist employee is away on operational tour for four months, and will then have a period of post-operational tour leave.

**How is my employee coping since they have been deployed?**

**What duties are they doing? How do we keep in touch?**

When reservists are deployed on operational tour they can often feel isolated and separate from their civilian life. To help keep them updated and integrated with the organisation, you and your employee may want to explore the best way to keep in touch. This could be done by emailing organisational newsletters, having keep-in-touch telephone calls or sending parcels to their base.

Your reservist’s absence may also be having an impact on your team so it is vital you keep in touch with them, ask how they are feeling since the reservist left and make sure the new staffing model is working. It may also be helpful to share the reservist’s experiences while they are deployed. Think about asking the reservist to write a blog that can be emailed to the team and potentially shared via your intranet. This will need to be cleared through their Commanding Officer first.

**Has payroll made changes to the employee reservist’s pay and pensions?**

**Are we claiming the financial assistance on offer?**

When a reservist has been deployed it is important to make sure their terms and conditions have been transferred to the Ministry of Defence. During mobilisation the Ministry of Defence will pay the employee reservist their salary and pension contributions.
For further information on financial assistance for employers, read our NHS Employers manager’s guide for when a reservist has been called up, or contact your local Defence Relationship Management director.

You can also use our mobilisation planning tool to help you keep track of the deadline for claiming financial assistance. Your local Defence Relationship Manager director will be there to support you with this and their details can be found on the NHS Reserve Forces footprint map.

WHAT TO DO NEXT

— Promote and publish your reservist’s written account of their current deployment experiences, which can then be discussed in team meetings or shared via the intranet.
— Liaise with HR to ensure the individual’s terms and conditions have been transferred over to the Ministry of Defence, ie pay and pensions, and make sure you are receiving agreed financial support.