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 THREE**

Your reservist employee has received notification that they will be mobilised for operational duty. They have been given six months’ notice and have expressed an interest in participating.

**What is mobilisation? How long does it last? Is it mandatory to release them for operational duty?**

Mobilisation covers the period of pre-deployment training (PDT), the operational tour and post-operational tour leave (POTL). An example of a mobilisation timeline can be seen below:

<table>
<thead>
<tr>
<th>PDT</th>
<th>Operational tour</th>
<th>POTL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 month</td>
<td>3 months</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

Reservists can be deployed for periods lasting between a few weeks to 12 months, depending on their role and specialism. It is important that you find out when mobilisation starts, how long the operational tour is and what date they are expected to return to work following post-operational tour leave.

An employer will need to release the reservist for operational duty unless this would have a detrimental effect on the organisation, in which case you can appeal against or ask for it to be deferred. Before you make this decision it’s important to find out what their reservist role is when mobilised, and think about whether their new skills or knowledge would benefit your team and organisation.

**What information do I receive when my reservist is mobilised?**

When your reservist is called up you will receive:

- a copy of the call-out notice
- notification of the date and likely duration of mobilisation
- details of employer’s and reservist’s statutory rights and obligations
- information about exemption and deferral
- information on financial assistance.
Can I get any support or financial help?

Each region has a dedicated Defence Relationship Management (DRM) director who can help support employers. They can also help with financial support claims when a reservist has been mobilised, which includes assistance with:

— the cost of a temporary replacement if it’s more than the reservist’s salary; you may be able to claim up to £110 a day for each reservist mobilised
— advertising costs and agency fees for finding a temporary replacement
— five days’ handover before and after mobilisation
— 75 per cent of the cost of specialist clothing for the person providing cover (up to £300)
— up to £2,000 training costs for the person providing cover
— overtime, if other employees cover the reservist’s work
— any training the reservist needs when they return to work.

It’s also important to remember that an employer won’t need to pay the employee reservist their salary or pension contributions while they are mobilised, as they will be covered by the Ministry of Defence.

For details of your local DRM director go to the NHS Reserve Forces footprint map. Your reservist’s local unit and their Commanding Officer should also be in contact with you to offer support during this process.

How do I fill their position? Can I manage the gap within the team? When do I need to recruit?

Here are a few examples of how NHS organisations have managed to fill in their reservist employee’s role when mobilised:

— used workforce planning systems to cover the time and seconded staff from other teams
— offered team members a temporary promotion to the next grade
— recruited for a direct replacement.

Remember that there is financial help with costs and that you won’t need to pay the employee reservist their salary or pension contributions while they are mobilised, as they will be covered by the Ministry of Defence. For further information on financial assistance go to the ‘Can I get any support or financial help’ section above.

WHAT TO DO NEXT

— Decide whether your employee can be released or whether mobilisation needs to be deferred.
— Have a discussion with HR and workforce planners to arrange cover for the reservist employee’s role and to ensure that you are adhering to organisational policy.
— Use our mobilisation planning tool to find out timescales and examples of how to claim.
— Contact your local Defence Relationship Management director and local units for support.