



HUMBERSIDE FIRE AND RESCUE SERVICE

People and Development

Armed Forces Reservist Policy

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1. INTRODUCTION

Since 1996, when the Reserve Forces Act was passed, the importance of The Reservists to the capability of the country's Armed Forces has increased significantly. They have been involved in nearly every major operation since that time, consistently demonstrating their dedication and professionalism, and winning the respect both of their Regular counterparts and the nation at large.

HFRS acknowledges the significant contribution that Reservists make to the UK Armed Forces, along with the invaluable skills and perspectives they bring to our organisation.

It is the policy of Humberside Fire and Rescue Service (HFRS) to support, wherever possible, an individual's commitment to His Majesty's Armed Forces.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do; therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY, DIVERSITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees, and service users.

3. AIM AND OBJECTIVES

This policy applies to all employees including those in Support (Green Book) roles and operational (Grey Book) roles and aims to provide a framework for managers to follow when dealing with any issues of a Reservist nature.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Assessment](#)
- Legal References
 - Reserves Forces Act 1996
 - Section 7 of the Fire and Rescue Services Act 2004
 - Section 2 of the Civil Contingencies Act 2004
 - The Reserve Forces (Safeguard of Employment) Act 1985

- National Guidance
There is no specific National Guidance relevant to this policy.

5. PRINCIPLES

HFRS will manage the duties outlined in [Section 1, paragraph 2](#) above, ensuring that the effective capability of the Fire Service is maintained during times of mobilisation.

HFRS will actively monitor the numbers of employees engaging in Reservist activities to ensure that the exigencies of HFRS are always maintained.

HFRS reserve the right to restrict the numbers of employees who are Reservists if this would compromise service delivery.

6. SCOPE

This policy applies to **all HFRS** employees who apply to join His Majesty's Armed Forces, or are currently serving as a Reservist, or are mobilised for active service by the Secretary of State, HM Government in accordance with the Reserves Forces Act 1996.

Employees who have previously been employed within the armed forces are classed as Regular Reserves. Any employee in this category would fall within the scope of this policy.

7. EMPLOYER NOTIFICATION

When an HFRS employee joins the Reserves, or seeks to re-engage, they must inform their commanding officer and then give permission to write to HFRS directly. This system is called 'employer notification'. This allows HFRS to establish the appropriate support mechanisms and facilitates effective resource planning during periods of leave for training and mobilisation.

Employees are also required to inform the HR Team that they have been successful in applying to join the Reserves by completing a 'Notification of Secondary Employment in Off-Duty Periods' form (Per 27).

The HR Team should also be notified of any change in circumstances such as an employee leaving the Reserves. The responsibility for this lies with the employee.

8. TRAINING COMMITMENT

The minimum training commitment for Armed Forces Reservists is normally made up of three forms of training:

- Weekly training – usually takes place in the evening and lasts about 2 ½ hours
- Occasional training days – Reservists are expected to attend several training weekends which are spread throughout the year

- Continuous training period – once a year there is up to 15 continuous days training referred to as ‘annual camp’

HFRS will reasonably support the training commitment that is required, wherever possible. Employees will be granted, on a first come first served basis, up to 15 days paid special leave to cover all or part of the continuous training period (annual camp). As the dates for the continuous training are known well in advance of the day, employees should apply for this leave as soon as possible to ensure that adequate staffing arrangements can be made. All requests for leave will be at the discretion of the Service and will not be unreasonably declined.

Attendance on the occasional training days and weekly training must be covered by the individual’s own leave entitlement, subject to normal staffing arrangements.

9. MOBILISATION

There is a mobilisation liability for the Armed Forces Reserves for which there is no specific exemption for Fire Service employees.

Normally at least 28 days’ notice will be given of the date the individual will be required to report for mobilisation. It is essential that if an employee receives such a mobilisation notice that the HR Team are contacted immediately.

If it is considered that the mobilisation would cause significant impact on the Service, an exemption may be sought by SLT.

An employee can also apply for an exemption or deferral based upon their own specific circumstances. The procedure can be found in the individual’s mobilisation papers.

Employees who have been mobilised for military service will be treated as if they are on unpaid special leave.

10. MAINTAINING CONTACT

Once deployed, the Reservist will be allocated a ‘dedicated point of contact’ within the Service.

11. DEMOBILISATION

After demobilisation, individuals are entitled to a period of leave. This equates to two and a half days for each month of mobilisation. During this leave period the Reservist is required to contact their SM/line manager to agree a date for their return to work.

The Reserve Forces (Safeguard of Employment) Act 1985 provides protection for a Reservist by making it unlawful for employers to terminate a Reservist’s employment without the individual’s consent. Accordingly, all employees have a legal right to reinstatement after demobilisation.

In most circumstances, employees will return to HFRS on the same terms and in the same type of job in which they were last employed, on the terms and conditions no less favourable, than previously. However, if this is not reasonable and/or practicable, the Reservist should be re-employed in a suitable alternative role.

Before returning to work following mobilisation the employee will be required to attend for a medical and fitness assessment. Reinstatement will be dependent on the employee being assessed as fit to resume their duties. Occupational Health must be informed, via HR, when a Reservist is due to return from mobilisation.

Demobilisation may be a difficult time after a challenging period in deployment. An Independent Development Plan will be arranged by the individual and their line manager to assist with their re-integration.

12. PAY

Any pay or non-pay benefits that an employee normally receives will be suspended during a period of mobilisation. However, the employee will retain the right to remain a member of the relevant occupational pension scheme and details of the relevant scheme can be obtained by contacting the appropriate pensions department.

Reservists will be entitled to receive pay for their military service rank together with appropriate allowances, paid by the MOD. If their salary with HFRS is higher than the military salary, the individual can claim the difference from the MOD.

Service during mobilisation will count for general increases and incremental rises, so the Reservist's salary on return to the Service will be at the same level as if the individual had remained on pay throughout this time.

13. ANNUAL LEAVE

The period of mobilisation will be regarded as continuous service for the purpose of annual leave and will be counted towards any long service leave entitlement.

The period of mobilisation itself will not accrue annual leave. On return to HFRS, the annual leave entitlement will be adjusted.

**If you require any further guidance / information in relation to this policy,
please contact Human Resources**