

Date:
Our Ref:
Your Ref:

Dear [insert name]

Reserve Forces mobilisation

Following the notification of your forthcoming mobilisation with the Reserve Forces and our meeting on [insert date], I am writing to confirm your entitlements and employment arrangements which will apply prior to, during, and immediately after your period of mobilisation.

1. Leave and pay

Your period of leave will commence on [enter date] and your approximate date of return to work is [enter date]. Your period of leave will not affect your continuous service. During mobilisation you will be on unpaid leave from the Council and your salary payments will be suspended whilst you are mobilised.

2. Pension

If you are a member of the Council's pension scheme, your Reserve Force will pay the employer contributions for the period of mobilisation, provided that you continue to pay your employee contributions and complete the necessary forms that are contained within your Call-out papers. You can contact the Council's Pension Team's helpline on 0191 424 4141 or email pensions@twpf.info to discuss your pension contributions.

3. Salary and other benefits

As your pay from the Council will be suspended during mobilisation, any salary deductions may be put on hold. However, you will be receiving a salary from your Reserve Force during this period and you can apply to the MoD in relation to any lost benefits during mobilisation. Further information on financial assistance will be included in your Call-out papers.

4. Annual leave

Prior to mobilisation you will accrue annual leave under normal arrangements and you are encouraged to take this leave, where possible, prior to mobilisation. I can confirm that you are entitled to [insert pro rata holiday entitlement] for the current annual leave year.

During the period of mobilisation any annual leave entitlement will cease to accrue as you will accrue annual leave with the MoD. Upon return to work you will start to accrue your council

annual leave entitlement. Any untaken council annual leave entitlement should be taken, where possible, prior to the end of the annual leave year in which you return from mobilisation.

5. Keeping in touch

During our meeting we agreed that we would keep in touch by [insert method, for example, next of kin, email, post and telephone] whilst you are away. We have also agreed that we will aim to keep in touch [insert frequency]. You have confirmed that your next of kin is [insert name] and their contact details are [insert details].

6. Return to work

You should provide me with as much notice as possible of your proposed return to work date so this can be agreed and the necessary arrangements put in place. This is particularly important if there is a change to the expected return to work date.

You can make this request at any time once you know the expected date of demobilisation and the amount of post-operational leave plus any other leave you will be taking, however, under the Reserve Forces (Safeguard of Employment) Act 1985, you must notify me, in writing, by no later than the third Monday after your last day of paid military service.

A return to work meeting will be arranged with you to discuss your mobilisation experience, the role you are returning to, any handover arrangements, pay and other relevant administration activities. It will also provide us with an opportunity to identify any support that the Council can offer to ensure a smooth reintegration back into work, including any assistance from the Occupational Health Service if required.

This is also an opportunity to discuss whether you would consider sharing your mobilisation experiences via communications to raise awareness of activities of Reservists within the Council.

If you have any further queries or would like to discuss anything in this letter, please do not hesitate to contact me.

Yours sincerely

Name
Job title