



University of
Strathclyde
Glasgow

Reserve Forces Policy

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1. Introduction

At Strathclyde, we value the contribution that members of the Reserve Forces make to our communities and the UK Armed Forces. We're a signatory to the [Armed Forces Covenant](#) and are committed to encouraging and supporting staff who are members of the Reserve Forces and those wishing to join, ensuring they're treated fairly and with flexibility during periods of training and deployment.

In this policy you'll find information on what support is available for Reservists during periods of training and deployment, your terms and conditions during mobilisation, our expectations of you and more. Managers with team members who are Reservists should also refer to our [Reserve Forces Manager Guidance](#) (staff login required).

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#) (staff login required).

2. Who is Covered by this Policy?

This policy applies to all University employees.

3. What is a Reservist?

Reserve Forces include Army Reserve, Royal Navy Reserve, Royal Air Force Reserve, or Royal Marines Reserve. There are two main types of Reservist:

- **Volunteer Reservists** - civilians recruited into the Royal Naval Reserves, Royal Marines Reserves, Territorial Army and Royal Auxiliary Air Force.
- **Regular Reservists** - ex-regular servicemen who may retain a liability to be mobilised depending on how long they have served in the Armed Forces.

They make up a significant element of the nation's total defence capacity and are called upon as individuals for their specialist skills or as ready formed units when required. They receive the same training, develop the same skills and carry out the same roles as their Regular counterparts.

4. Support for Training Commitments

Time Off

We'll give you up to ten days (70 hours) of leave each year (pro-rata for part time staff) to enable you to attend your annual camp or equivalent continuous training exercises.

To allow for planning, you should give your manager as much notice of training commitments as possible.

In addition to your annual training camp, we know that you'll have weekly and weekend training commitments too. If you work non-standard hours, such as shift work, your manager will try to schedule your shifts to fit in with your weekly and weekend military training, unless there are exceptional circumstances.

We understand that the duration of training commitments can vary depending on your Reservist rank and role. So, if you need additional time off for training that cannot be accommodated outside of working hours, talk to your manager about potential options such as unpaid leave, [purchasing additional annual leave](#), [flexible working](#), or [agile working arrangements](#) (staff login required).

Pay

So that you're not out of pocket, we'll always pay you in full during any period of leave for training commitments (subject to the maximum limits set out above). However, if you receive Ministry of Defence (MoD) Reservist pay during your training, we expect you to declare this by completing the [Reservist Training Leave Payment Declaration Form](#) (staff login required). We'll then deduct an equivalent amount from your next salary. If your MoD pay is more than your usual salary, we will only deduct the amount of your usual salary.

5. Support for Additional Reservist Commitments

If you're interested in taking on any additional Reservist commitments, such as Full-Time Reserve Service, Additional Duties Commitment or High Readiness Reservist, please talk to your manager first.

Your manager will consult with your Head of Department/ Professional Service Director and Human Resources and let you know if your request can be supported. They may talk to you about flexible working options, like agile working or making a formal flexible working request.

Whether we can accommodate your request will depend on how much time your military duties take, how it impacts your job and on the work of your Department, and how much time off you've had already.

Any arrangements agreed will be confirmed in writing to you.

6. Time Off for Mobilisation

Mobilisation is the process of calling up Reservists into full-time service for military operations. The maximum period for mobilisation will depend on the scale and nature of the operation but is typically no longer than 12 months.

Mobilisation can either be voluntary or compulsory.

If you're called up into full-time service on a compulsory basis, you'll be given leave of absence for the period of your mobilisation, unless there are exceptional circumstances.

If you want to volunteer for mobilisation, you'll need to talk to your manager first and get their consent before you can apply. We'll do our best to let you go but may need to say no if it would cause problems for the work of the University. Managers should consult with their Head of Department/ Professional Service Director and their [HR Team](#) (staff login required) before making any decisions.

7. Support for Mobilisation

For any period of mobilisation, we'll ensure you're fully supported before, during and after your deployment as follows:

Before mobilisation

Your manager and/or Human Resources will meet with you to:

- ensure all mobilisation paperwork is completed (including pay, benefits and pension arrangements).
- claim for financial assistance as appropriate.
- discuss any handover of work and return of equipment.
- agree arrangements for keeping in touch.

During mobilisation

- We'll keep in touch with you as arranged.

After mobilisation

Once we receive your notice that your mobilisation has ended, we'll provide support to help you transition back into work. This will include things like:

- updating you on changes and developments.
- assessment of any training needed.
- offering the opportunity to meet up with colleagues informally before your return-to-work date.
- signposting you to our Employee Assistance Programme and offering time off to seek therapeutic treatment if needed. Details of our EAP and a range of other wellbeing resources can be found on our [Wellbeing Hub](#).

8. Terms and Conditions During Mobilisation

If you're mobilised (either compulsorily or voluntarily) there'll be implications for your pay and benefits, pensions and holidays. These are outlined below. We'll also confirm the details in a letter to you at the time.

Service

Your period of military service (mobilisation) will still count towards your service with the University. This means, there will be no loss of continuous service or service-related benefits (such as University sick pay).

Salary, Increments and Pay Awards

The MoD will pay you a salary during your deployment. If it's less than what you normally earn here, you can apply to the MoD for the difference to ensure you're not out of pocket. This is known as a Reservist Award. It's your responsibility to apply for the Reservists Award. The University won't do this on your behalf.

If you're scheduled to receive a pay increment during your period of mobilisation, and your mobilisation is 12 months or less, then you'll be reinstated on this higher salary point when you return to work. If your mobilisation extends beyond 12 months you will only receive one scheduled pay increment.

Any pay awards agreed at a national level during your period of leave will be applied on your return to work.

Pension

If you choose to remain in the University pension scheme, the MoD will pay the employer contributions for the period of mobilisation and there will be no impact on your pensionable service. You will continue to be liable to pay the employee contributions and any AVCs.

Alternatively, you can opt into the MoD pension scheme. If you do this, all contributions to your University pension will stop for the duration of your mobilisation. Pensionable service will also not accrue during this time.

For further information, please contact our [Pension Team](#) (staff login required).

Annual Leave

You're encouraged, where possible, to take any annual leave you've built up before your period of mobilisation starts.

You won't accrue any annual leave with the University during your period of mobilisation. Instead, you'll accrue annual leave with the MoD whilst you're in full-time service.

After your mobilisation has ended and you've returned to work, if needed, you can carry forward up to 5 days annual leave into the following leave year. Further details can be found in our [Annual Leave and Public Holiday Policy](#). If you need to carry forward more than 5 days, your Head of Department/ Professional Services Director will need to give their approval.

Just so you know, when your mobilisation ends, you're entitled to a period of post-operational leave (POL) before you return to work. During this time, you'll continue to be paid by the MoD.

Return to Work

After your period of mobilisation ends, you'll return to the same job on the same terms and conditions as you had before you started your leave. If for any reason, there's a need for your role to change, you'll be fully consulted with and offered an alternative role on no less favourable terms and conditions than you had before mobilisation.

Managers should consult with their [HR Team](#) (staff login required) at an early stage if it's not possible for their Reservist team member to return to their former role.

Dismissal/Redundancy

We'll never terminate your employment on the grounds of your military duties or your liability to be mobilised. If there's a restructuring exercise in your Department during your mobilisation period, you'll be advised and consulted with on any proposed changes. If your post is at risk of redundancy, including expiry of a fixed term contract, you'll be treated the same as other employees and in line with the relevant University policies and procedures.

Sick Pay

If you become sick or injured during your mobilisation, you'll be covered by Defence Medical Services (DMS) and any financial assistance will continue to be received (including pay) until you are demobilised. If your sickness or injury continues and this results in early demobilisation, you'll remain covered by DMS until the last day of paid military leave.

After this time, you will be covered by the University's sickness arrangements (in line with our [Sickness Absence Policy](#)).

9. Reservist Responsibilities

Reserve Status Notification

Please let your manager know if you're in the Reserves, considering renewing your Reservist commitment, or thinking about joining. This helps us support you and plan for your absences. It also helps us understand the additional skills, knowledge and experience you bring to the University.

Just so you know, you'll be asked to give permission for the MoD to write to us directly. This is known as 'Employer Notification' and ensures the University is made aware that you're a Reservist and the benefits, rights and obligations that apply.

Notice of Training and Confirmation of Reservists' Pay

Please give your manager as much notice as possible of training commitments to allow them to plan for your absence. Once granted, permission for training leave will not be withdrawn unless exceptional circumstances arise.

You'll also need complete the online [Reservist Training Leave Payment Declaration Form](#) (staff login required) and submit a copy of your MoD payslip to your manager. This will allow the appropriate deduction to be made from your wages.

Notice of Mobilisation

You must notify your manager immediately if you're called up for full-time service. You should also provide a copy of your call-out papers if these have not been sent directly to the University.

In most cases, you'll get 28 days' notice when you're called up, but you could get less if you're needed urgently.

Notice of Return to Work

You must let us know, in writing, when your military service ends and when you want to come back to work.

You must do this no later than 21 days after your last day of military service (demobilisation date). Your suggested return to work date should be within six weeks of your last day of full-time service.

In addition to formal written notification, you're also encouraged to contact your manager directly to talk about the arrangements for your return.

If it's not possible to provide notification and/or return to work within these timeframes (for example due to illness or injury), let us know as soon as reasonably possible. Your manager and/or Human Resources will contact you to offer support and to discuss and agree a possible alternative date.

10. Manager Responsibilities

If you're a manager, you are expected to:

- Notify your Head of Department/ Professional Services Director and your HR Team where a member of your team is a Reservist or is thinking about joining.
- Ensure your team member is aware of their responsibilities under this policy.
- Provide your HR Team with dates of leave approved for Reservist training.
- Consider any agile working or formal flexible working requests fairly and reasonably.
- Notify your Head of Department/ Professional Services Director and your HR Team where a member of your team is called-up for full-time service or wants to volunteer for this.

11. Further Information and Support

If you have questions about any aspect of this policy, you can speak to your manager, or contact [Human Resources](#). Managers can refer to the [Reserve Forces Manager Guidance](#) (staff login required).

Further sources of guidance and information can also be obtained from the following websites:

- [Defence Relationship Management](#)
 - Helpline: – 0800 389 5459. This is a free telephone helpline open during office hours where advice and guidance can be obtained on training, mobilisation and employment issues.
- [Royal Navy](#)
- [The Army Reserve | The British Army](#)
- [Royal Air Force](#)

12. Policy Review

This policy and the associated guidance are reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required).