

APPENDIX 3

Service in Non Regular Forces Policy

1. Introduction

All non regular forces volunteers have training commitments, which usually include attendance at an annual training camp. Redditch Borough Council supports its employees who are forces volunteers to attend such training.

This policy relates to all employees including those on a fixed term contract who are engaged as forces volunteers.

2. Main policy areas

Volunteer members of the Non-Regular Forces who attend Summer Camp will be granted two weeks' paid leave, for this purpose.

Additional paid leave will be granted to members of the Non-Regular Forces who are required by statute to undertake training in addition to the Summer Camp and who are unable to arrange for such training to be undertaken on days when they would not normally be working. Such training should be undertaken at a time which is mutually agreed between the employee and his/her Line Manager.

The employee should complete a Special Leave Application form and submit it to the Line Manager for approval.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.