



## Mobilisation Checklist

Managers/Head Teachers should forward this form to HR Operations Team only when parts 1 and 2 have been completed

<b>Employee name</b>	
<b>Job title</b>	
<b>Group/Service/School</b>	
<b>Manager name</b>	

### Part 1 - Mobilisation

Action	Notes
Note and agree anticipated dates of employee's mobilisation/demobilisation and anticipated return to work	
Arrange a handover of work and/or suitable cover to ensure work is completed	
Ensure all equipment e.g. laptop/mobile are returned as appropriate	
Arrange method and frequency for keeping in touch and note contact details, email and postal addresses	
Ensure employee's next of kin details are up to date	
Calculate employee's annual leave entitlement prior to mobilisation and agree leave with the employee as per the annual leave policy	
Ensure the employee understands what happens to their pay, pension, loans etc. during mobilisation	
Complete the Mobilisation Letter (Appendix D), scan and email to <a href="mailto:hr.operations@southtyneside.gov.uk">hr.operations@southtyneside.gov.uk</a>	
Complete the Reserve Forces Leave of Absence Request form (Appendix B), scan and email to <a href="mailto:hr.operations@southtyneside.gov.uk">hr.operations@southtyneside.gov.uk</a>	
Make an application for financial assistance, if appropriate, as per the employer's call-out information pack (provided by MoD)	

### Reserve Forces Leave of Absence Form

## Appendix C

Additional actions/notes	
Employee sign and date	
Manager sign and date	

### Part 2 – Demobilisation and Return to Work

Action	Notes
Respond to information/formal contact from Reservist (or next of kin) regarding returning to work via the Return to Work Acknowledgement Letter (Appendix E), scan and email to <a href="mailto:hr.operations@southtyneside.gov.uk">hr.operations@southtyneside.gov.uk</a>	
Set up meeting and agree Reservists return to work date	
Consider/implement any actions arising from the meeting including any necessary reasonable adjustments or refresher training required	
Identify any transferable skills acquired whilst mobilised and how they can be used back in the workplace	
Provide on-going support during the transition period	
Additional actions/notes	
Employee sign and date	
Manager sign and date	

Once completed this form should be scanned and emailed to [hr.operations@southtyneside.gov.uk](mailto:hr.operations@southtyneside.gov.uk)