



Applying for financial assistance

If you have a member of staff who is in the Reserve Forces and is mobilised for full-time service, you are entitled to certain types of financial assistance.

This factsheet explains:

- what you can apply for
- when to apply
- how to apply
- where you can obtain further information and help.

Other information about the benefits, rights and obligations associated with employing members of the Reserve Forces is available at www.sabre.mod.uk. This includes information on what to do about pensions and benefits when an employee is mobilised, on how to apply for a mobilisation to be postponed or cancelled, and on the requirement to reinstate your employee when they complete their period of mobilisation.

There is no limit to the number of claims for financial assistance you can make and Adjudication Officers are able to make interim payments so that you do not have to wait until the end of the period of mobilisation.

Once you have submitted your claim, it will be considered as soon as possible. The Adjudication Officer will send you a letter explaining the result (including how any costs were calculated and the factors taken into account) or requesting further information. You will also receive information on how to appeal if you disagree with the Adjudication Officer's decision.

A Reservist who is self-employed may claim for the same financial assistance as any other employer.

What you can apply for

You can claim for reimbursement of the additional costs you incur as a result of the mobilisation which exceed the money you are saving by not paying your mobilised employee's salary and benefits while he/she is away.

Type of cost	Limit	When you can apply
One off costs , such as advertising for a temporary replacement for your mobilised member or staff or a one-off agency fee.	No limit.	Any time between the start of the period of mobilisation until 4 weeks after your employee has been released from full-time military service.
Ongoing costs such as extra overtime costs, ongoing agency fees or paying additional salary to a temporary replacement.	Up to £110 per day for each day your employee is in full-time military service.	
Training costs. If, when they return, your employee requires training which they would not have needed if they had not been mobilised, then you can claim the cost back.	No limit.	Up to 8 weeks after your employee has completed the training for which you are claiming – which they should normally have done within six months of returning to work after demobilisation.

If you think that you will have problems completing your claim within these time limits, or have any queries about what can be claimed for, contact the Adjudication Officer (details below) within the time limits described above to discuss the situation.

You cannot claim for:

- **Continued payment of salary or benefits**
The Ministry of Defence will pay your employee's salary (matching their civilian salary if it is higher than their normal military one) and compensate them for any benefits they stop receiving from you. There is therefore no reason for you to continue to pay your employee.
- **Loss of profits, turnover or goodwill**
You are also not able to claim for any overall negative impact resulting from your employee's mobilisation. If you think it is likely that their temporary absence will have a seriously damaging effect on your business and will result in a significant loss of profits, turnover or goodwill then you should apply for an exemption or a deferral of their mobilisation. Information on how to do this is contained in the letter you receive when an employee is mobilised and on www.sabre.mod.uk.

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How to apply

There is no set format for your application. You simply need to write, with the following information and evidence of expenditure, to the appropriate address from the list below.

In all correspondence	<ul style="list-style-type: none">• Preferably on company headed paper• Your full name and contact details, including your business address, telephone number, fax number and email address• Full details of the employee in question, including their full name, National Insurance number and their staff, works or clock number• Your employee's military service number (and rank and unit if known)
One off costs	<ul style="list-style-type: none">• A brief explanation of the costs• Invoices and evidence of their payment
Ongoing costs	<ul style="list-style-type: none">• Written evidence of your additional ongoing replacement costs such as hiring a temporary replacement• Written evidence of your mobilised employee's salary, and any changes you are contracted to provide while he/she is away, so that the excess cost can be assessed
Training costs	<ul style="list-style-type: none">• An explanation of how your employee's absence created a need for this training• A brief explanation of the costs• Invoices and evidence of their payment

Send your application, according to the Service your employee is in, to:

Royal Navy & Royal Marines	The RN and RM Adjudication Officer Fleet Headquarters (MP 3-1) Leach Building, Whale Island, Portsmouth, Hampshire PO2 8BY Tel: 023 9262 5520 Fax: 023 9262 5933 e-mail: fleet-npsnrmadjudication@mod.uk
Army	Army Adjudication Officer Army Personnel Centre PO BOX 26703, Glasgow, G2 8YN Tel: 0800 389 6585 Fax: 0141 224 8953 email: tares-emplapps-dcmc@apc.army.mod.uk
Royal Air Force	RAF Adjudication Service Room G107, Bldg 255, Royal Air Force Innsworth, Gloucester, GL3 1EZ Tel: 01452 712612 x 7888 Fax: 01452 510949 email: gcrestores@gtnet.gov.uk

Sources of information and help

General information about employers' rights and obligations and other issues associated with employing members of the Reserve Forces.	SaBRE's website (www.sabre.mod.uk) or helpline (0800 389 5459).
Specific questions relating to your claim, or proposed claim, for financial assistance.	According to the Service your employee is in: Royal Navy & Royal Marines 02392 727350 or 727354 Army 0800 389 6585 Royal Air Force 01452 712612 ext 7888
The legislation setting out the arrangements for financial assistance for employers	Statutory Instrument 2005 No. 859 – The Reserve Forces (Call-out and Recall) (Financial Assistance) Regulations 2005 www.sabre.mod.uk/output/page33.asp