

Sample HR policy

This is a model policy only and is written for civil servants. It is intended to be a guide only.

Reservist Policy Statement

Policy principles

To support the Government's ambition to be an exemplar employer, this policy encourages and promotes Reserve Forces by:

- providing a minimum of 10 days paid special leave for training
- dealing positively with requests for other types of leave to undertake additional Reservist activities
- offering support to employees before, during and after mobilisation, in consideration of individual circumstances
- recognising the transferable skills and benefits to both the Department and society
- keeping an accurate record of employees who are volunteer Reservists

Scope of policy

This policy applies to all employees including those on probation, fixed term appointments, loans and secondments.

Policy summary

This policy provides a framework to:

- support employees who are Reservists
- manage requests for time off for training
- manage pre and post mobilisation
- define special leave arrangements.