

Employer Award

The MOD Financial Assistance Scheme is designed to ensure employers can claim back certain additional costs which they incur as a result of employing a reservist who is mobilised.

Entitlement. Whilst your employee is mobilised, you can claim back an Employer Award (EA) to cover some of the additional costs you incur as a result of their mobilisation. The elements that you can claim are as follows:

- a. **Replacement Costs** – the additional costs of providing a replacement, where the cost exceeds the amount that you would have spent in employing the Reservist if they had not been mobilised. The amount you can claim is capped at £110 per day and can include the following:
 - (1). Pay for a replacement (including an agency employee).
 - (2). Overtime payments to existing employees.
 - (3). Increases in the salary of existing employees.
- b. **Handover/Takeover Costs** – the costs of up to a 5-day handover and up to a 5-day takeover at the start and end of the mobilisation respectively. This amount is capped at the Reservist's daily rate of pay plus £110 per day.
- c. **Recruiting Costs** – the cost of advertising fees and non-recurring agency fees that you incur in finding a replacement. There is no cap on the amount you can claim, but claims will exclude VAT if you are VAT-registered.
- d. **Training for Replacement Employee** – the cost of providing necessary training for a replacement to

undertake the duties of the Reservist. This amount is capped at a total of £2,000.

- e. **Re-training for Reservist on Return to Work** – the cost of providing the necessary re-training for the Reservist on their return to work; the amount is uncapped but the training must be structured and completed within 6 months of the Reservist's return to work.
- f. **Specialist Clothing Allowance** – the cost of any specialist clothing required for a replacement to undertake their duties. This is capped at the lesser of £300 or 75% of the costs incurred.

Evidence – in order to submit a claim, you will need to provide evidence of the additional costs which you have incurred. This can include pay statements, paid invoices, training plans or contract adjustments.

Submission – claims must be submitted within 4 weeks of the end of the mobilisation. To submit a claim, please complete the form in the mobilisation pack-up that you received from the MOD. You can also access this form at: www.gov.uk/employee-reservist/financial-support-for-employers. Submit the form electronically to the RAF Reserve Sqn of which your employee is a member. The Sqn will forward it to the RAF Reserves Adjudication Service (RAFRAS), who will assess your claim and arrange payment. You can obtain further assistance from RAFRAS via e-mail at: AIRA1-AdjMlbox@mod.gov.uk.

Payment – payment will be made by BACS transfer to the account you identify on the form. Payment will be made in arrears, and will normally be made as a lump sum at the end of the mobilisation, but can be paid monthly if you prefer.



Employer Incentive Payment



The MOD Financial Assistance Scheme allows for employers from medium and small scale enterprises to claim an Employer Incentive Payment (EIP) when one of their employees is mobilised as a Reservist.

Entitlement. In order to claim the EIP, employers must meet all of the following criteria:

- a. **Private Sector Company or Charity** – the employer must not be a public sector company. Claims can be submitted by self-employed Reservists in a registered business partnership.
- b. **Annual Turnover** – the employer's annual turnover must be below £26 Million.
- c. **Number of Employees** – the employer must have fewer than 250 employees.

Amount – the amount of EIP that is paid is £500 per calendar month for each full-time employee who is mobilised as a Reservist.

Part Payments – pro-rata part payments are made for each part month at the start and end of a mobilisation, and also for part-time employees (working less than 35 hours per week).

Evidence and Accountability – the only evidence that the employer needs to provide to claim an EIP is confirmation that they meet the criteria above. Once the EIP has been paid, the Employer can use the funds however they chose; there is no requirement to account for the way in which the funds are used.

Submission – to submit a claim, complete the form in the mobilisation pack-up that you received from the MOD. You can also access this form at: www.gov.uk/employee-reservist/financial-support-for-employers. Submit the form electronically to the RAF Reserve Sqn of which your employee is a member. The Sqn will forward it to the RAF Reserves Adjudication Service (RAFRAS), who will assess your claim and arrange payment. You can obtain further assistance from RAFRAS via e-mail at: AIRA1-AdjMIbx@mod.gov.uk.

Payment – payment will be made by BACS transfer to the account you identify on the form. Payment will be made in arrears, and will normally be made as a lump sum at the end of the mobilisation, but you can choose for it to be paid monthly.

RAFRAS Contact Details:

E-mail: AIRA1-AdjMIbx@mod.gov.uk

Telephone: 0300 153 9031 or 0300 152 0012

