**Form PS1 - Notice of intention to take time off as a member of the UK Volunteer Reserve Armed Forces**

Please complete this form and email to Employment Services together with supporting documentation from the UK Reserve Forces (Army Reserves, Royal Naval Reserve, Royal Marines Reserve, Royal Auxiliary Air Force or Royal Air Force Reserve).

* **FSE –**[People.EmploymentServicesFSE@manchester.ac.uk](mailto:People.EmploymentServicesFSE@manchester.ac.uk)
* **BMH –**[People.EmploymentServicesFBMH@manchester.ac.uk](mailto:People.EmploymentServicesFBMH@manchester.ac.uk)
* **HUM –**[People.EmploymentServicesFHUM@manchester.ac.uk](mailto:People.EmploymentServicesFHUM@manchester.ac.uk)
* **PS&CI –**[People.EmploymentServicesPSCI@manchester.ac.uk](mailto:People.EmploymentServicesPSCI@manchester.ac.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your details | | | | |
| Surname: | |  | | |
| First name(s): | |  | | |
| Post Title: | |  | | |
| Organisational Unit: | |  | | |
| Contact Telephone Number (at work): | |  | | |
| Employee Number (on pay slip): | |  | | |
| Your work pattern  Please state your normal working hours (e.g. Monday 9am – 5pm) | | | | |
| Monday |  | | Thursday |  |
| Tuesday |  | | Friday |  |
| Wednesday |  | | Saturday |  |
|  |  | | Sunday |  |
| Your Line Managers details | | |  | |
| Name: | | |  | |
| Post Title: | | |  | |
| Contact Telephone Number (at work): | | |  | |

|  |  |  |
| --- | --- | --- |
| Public Service Leave details | | |
| Dates and duration (notified in your letter from the UK Reserve Forces) | |  |
| Type of leave | | |
| Training  Mobilisation | | |
| Loss of earnings during Public Service Leave as a Reservist | | |
| The University will provide two weeks paid leave for training, in addition to normal annual leave.  However, as Reservists are paid by the Ministry of Defence (MoD) for all training, employees must declare their pay and provide supporting documentation to Employment Services. Where the MoD pay is equal to or greater than their normal pay, unpaid leave will be given and where the MoD pay is less than their normal pay, salary will be reduced accordingly.  During any period of mobilisation Reservists will be paid by and be given a period of annual leave by the MoD. They will therefore be on unpaid leave from the University and will not accrue annual leave or continuous service, although the period before and after the mobilisation will be joined together and treated as continuous. | | |
| Signature: |  | |
| Date: |  | |