

The Wellcome Trust Centre for Human Genetics



Parents Factsheet



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1. FAMILY LEAVE

Maternity leave

Whether you are employed by the University or a college, you have statutory right to maternity leave. All women employed by the University who meet the relevant qualifying provisions, and who have expressed the intention to return to work following the birth of their child regardless of their staff group, grade or hours worked, are eligible for the provisions of the University Maternity Scheme.

University maternity scheme details and guidance can be found at:

www.admin.ox.ac.uk/personnel/during/family/maternity/

Fixed term contracts and maternity leave

Note that contractual pay will only apply where you have a current contract of employment with the University. Therefore if your contract with the University of Oxford is due to end during your planned periods of Maternity Leave, the right to any contractual payments will end on the contract end date. If you are in any doubt about your entitlement to pay and leave, contact the HR Team for clarification.

Adoption leave

All women/men employed by the University who meet the relevant qualifying provisions, and who have expressed the intention to return to work following the adoption of their child regardless of their staff group, grade or hours worked, are eligible for the provisions of the University Adoption Scheme.

University adoption scheme details and guidance can be found at:

www.admin.ox.ac.uk/personnel/during/family/adoption/

Paternity leave

In summary, there are **two separate entitlements** to paternity leave and pay:

- **Ordinary Paternity Leave and Pay (OPL and OPLP):** two weeks' leave at full pay in the first 56 days following the birth or adoption
- **Additional Paternity Leave and Pay (APL and APLP):** up to 26 weeks' leave after the mother returns to work (but no earlier than the 20th week after the birth or adoption), some of which may be paid.

University paternity scheme details and guidance can be found at: www.admin.ox.ac.uk/personnel/during/family/paternity/

All relevant scheme paperwork will need to be handed in to the HR Team*, but if you would like to discuss any aspect of your family leave or the paperwork you need to complete then, please feel free to come and speak us in the HR Team.

My experience...

Career progression and childcare



"After my children started school, I applied for career development fellowships. For these fellowships, there is often a critical time window (usually 5 years postdoctoral) in which you have to apply. However, most funding bodies now accept child care as a *bona fide* career break and counted these years pro rata. A career in academia works well for me. It is very flexible in terms of the hours worked, I am in charge of my own progression, the department and University are very understanding and the workload is fairly predictable. The only down side is the short-term contracts which can be quite stressful in terms of forward planning but I think this is true for all researchers, not only for those with families"

DIANNE

MRC Career Development Fellow

My experience...Part time and flexible working

"I worked as a Post-doc in the WTCHG for 2 years before taking 8 months off for the birth of my first child. During my maternity leave I decided that I would like to return to work 4 days a week instead of full time. I would also have to fit my hours around nursery drop offs and pick-ups so required a bit of flexibility. I spoke to HR who informed me about the flexible working application process but I felt it was better to speak to my Group Leader first so I contacted him about 3 months before my return date to set up an informal meeting. We discussed my request over a cup of tea and came to an agreement on which days and hours I would work with a few minor conditions about annual leave. I then filled in the formal application which was approved and my contract, pay and leave allowance were modified accordingly. So far, I am happy with my new working hours and I have been able to coordinate easily with my husband to make sure my daughter doesn't spend longer than necessary in nursery."

ANNIE

Senior Postdoc, MPG



2. FLEXIBLE WORKING

Flexible working can include a wide variety of working practices. A flexible working arrangement can be any working pattern other than the normal working pattern in the department. Examples could include part-time working; compressed hours (for example, working full weekly hours over four rather than five days); job-sharing; staggered hours; term-time only working, or working from home ("teleworking").

A parent or carer must meet the following criteria to be eligible to make a request under the right to flexible working under the University's Flexible Working procedure:

- Be an employee i.e. not an agency worker
- Have worked for the University continuously for 26 weeks at the date at which the application is made
- Not have made another application to work flexibly under the right during the past 12 months

University flexible working scheme details and guidance can be found at:

www.admin.ox.ac.uk/personnel/during/flexible/



3. CHILDCARE

The University is proud to be able to offer a comprehensive range of childcare services at affordable prices and works closely with various professional bodies to continue to enhance its provision.

University nurseries

Under current legislation and HMRC regulations, new or existing employees of the University (but not employees of other organisations working within University departments) are able to benefit from savings on the cost of fees at university nurseries if they are eligible to join the University Salary Sacrifice Scheme.

The scheme covers all the university nurseries (Bradmore Road, Jack Straw's Lane, Mansion House and Woodstock Road), as well as the University-owned spaces with KidsUnlimited, Oxford Montessori Schools and Turbo Teds (Co-operative Childcare), under a Workplace Nursery Agreement

Employees who decide to participate sign a written agreement amending his/her employment contract to reduce salary by the equivalent cost of their nursery fees. The fees are paid by the University direct to the nursery provider. The fees are deducted **retrospectively**, i.e. the nursery fees are deducted from salary at the end of the month for that month's nursery fees.

University nursery details can be found at:

www.admin.ox.ac.uk/childcare/salariesacrificescheme/

**The HR Team is based in room 00/006, near reception of the Wellcome Trust Centre for Human Genetics. T: (2)87508*

Did you know?

Parking

Although the parking permit year starts on the 1st October, peak parking permits do periodically become available. Applications can still be completed and handed in to the HR Team for you to be placed on a waiting list.

Off-Peak permits tend to be more readily available.

Application forms and further information can be found at: www.admin.ox.ac.uk/estates/travel/carparking/

Family events

It is recognised that family time is important and the Centre over the past twelve months has hosted a number of family friendly events.

New to Oxford?



New to the University?

http://www.ox.ac.uk/new_to_the_university/index.html

New Parents Network. Self help group for parents, particularly those new to Oxford.

www.new-parent-network.info

Oxford Womens Network. This is a forum for networking open to all women in the University.

www.admin.ox.ac.uk/eop/gender/own

Daily info. Daily events listing in Oxford.

www.dailyinfo.co.uk/whatson

Living in Oxford. This website gives lots of information about the museums, the festivals, the parks and gardens, cinemas and theatres in town

www.ox.ac.uk/new_to_the_university/living_in_oxford

Oxfordshire Family Information Service.

www.oxfordshire.gov.uk/parents

Childcare voucher scheme

Childcare Vouchers can be used for registered childcare facilities such as non-University nursery fees, before and after school clubs, holiday play schemes, childminders, nannies and crèche facilities including swimming pools, gyms and supermarkets. The University offers this scheme to eligible staff as an opportunity to save tax and national insurance on childcare costs. The conditions which apply to this scheme are:

- Vouchers can be used for children up to the age of 16. Children are cared for in registered childcare setting (includes nannies etc)
- Parents must have a contract of employment with the University

The benefit of the childcare voucher scheme is that up to £243 per month can be deducted from your salary and paid directly to your childcarer. You will save money by not paying tax or national insurance on this amount. If both parents work for the University, both of you can claim.

University childcare voucher scheme details can be found at:

www.admin.ox.ac.uk/childcare/voucherscheme/

Holiday play schemes

The University works in partnership with three play scheme providers, to support families during the school holiday periods. Current providers are;

- Oxford Active - www.oxfordactive.co.uk runs play schemes and after school clubs around Oxford/Oxfordshire. All University parents (staff and students) are offered a 15% discount.
- Create Holiday Club Oxford Montessori Schools - www.oxfordmontessori.co.uk/create is based at the Montessori school, on a farm in Elsfield just outside Oxford. A bus picks up around the city.
- Mini-Media

The childcare voucher scheme can be used at the Oxford Active and Create holiday play schemes. Holiday play scheme details can be found at: www.admin.ox.ac.uk/childcare/playscheme/

Other clubs around Oxford that operate during the holidays and half terms include Supercamps - www.supercamps.co.uk

Camp Energy - based at Summerfield School in Summertown (just behind Marks and Spencers on Banbury Road)

Parental leave

Parental leave is a right to take time off work to look after a child or make arrangements for the child's welfare. Parents can use it to spend more time with children and strike a better balance between their work and family commitments. Examples of the way that parental leave might be used are to spend more time with the child in the early years to:

- accompany a child during a stay in hospital
- check out new schools
- settle a child into new childcare arrangements
- enable the family to spend more time together e.g. taking the child to stay with grandparents

An employee has the right to parental leave if:

- s/he has one year's continuous service with the University at the date from when s/he wishes to take the first period of leave;
- is the parent (named on the birth certificate) of a child who is under five years old (or under eighteen if the child is in receipt of Disability Living Allowance); or
- has adopted a child under the age of eighteen. The right lasts for five years from the date on which the child is placed for adoption, or until the child's eighteenth birthday, whichever is sooner; or
- has acquired formal parental responsibility for a child who is under five years old.

The right to parental leave applies to both mothers and fathers and each parent can take up to 13 weeks' unpaid parental leave for each child. No more than four weeks of such leave may be taken in any year.

University parental leave details can be found at:

www.admin.ox.ac.uk/personnel/during/family/parental/



Summer holidays at last...

Returning to research

There are special issues surrounding career breaks for scientists - we simply can't arrange for someone to cover for us and we quickly lose touch with rapidly changing fields. However career breaks can also be an opportunity to pause for thought and maybe move your research in a new direction

The Daphne Jackson trust is a charity dedicated to returning talented scientists to careers after a break of two years or more. They have a 96% success rate!

www.daphnejackson.org

The Royal Society award Dorothy Hodgkin Research Fellowships to support excellent scientists at an early stage of their career. It is aimed specifically at researchers who require flexible working due to circumstances such as parental/caring issues. Female candidates are particularly encouraged to apply.

www.royalsociety.org/Dorothy_Hodgkin-Fellowships

Did you know?

Athena SWAN

Athena SWAN is an initiative set up in 2005 to advance the representation of women in science, engineering and technology (SET). There are three levels of award available to Universities and Departments: Bronze, Silver and Gold.

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Bronze award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages:

<http://www.ndm.ox.ac.uk/athena-swan>.

Schools

For information about applying for a place at a local school see Oxfordshire Family Information service:
www.oxonfis.org.uk

Information about standards for your local school can be found on the OFSTED website:
www.ofsted.gov.uk

If you are interested in private schools you must contact them individually. A number of them have nurseries for children aged around 3 years



Many thanks to everyone who has contributed to the publishing of this Factsheet