

Family-Friendly Benefits

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Nuffield Division of Clinical
Laboratory Sciences

Factsheet 18

Family Leave

The University has a central information point about family leave. See: www.admin.ox.ac.uk/personnel/during/family/

It includes information about maternity, paternity and adoption leave, shared parental leave and unpaid parental leave. All staff planning to take such leave are encouraged to meet with their local HR team ([Michaela Smart](#) or [Helen Oldham](#)) at the earliest opportunity.

Thinking about your leave

Extending your fellowship or grant
If you are a researcher on a grant or holding a fellowship, you may need to contact your funder to request an extension to your funding term. Many funding bodies allow for this and you can get advice from your local Finance Team (finance@ndcls.ox.ac.uk)

Keeping in touch or Shared Parental leave in touch (KIT/SPLIT) days

Feeling 'out of touch' on returning to work after parental leave is a common problem. These 'in touch' days are a way for parents to spend the odd day at work if they want to whilst on parental leave. For more details please visit www.admin.ox.ac.uk/personnel/during/family/ depending on the type of parental leave you are on.

Flexible Working

Flexible working arrangements can

take many forms, from the traditional part-time arrangements, to compressed hours, job-sharing, staggered hours, term-time only working, or working from home. There is also provision for [flexible retirement](#). A scheme allowing, with University approval, a mixture of retirement and continuity at work. Details of the formal procedure at www.admin.ox.ac.uk/personnel/during/flexible/

Informal arrangements may also be possible. Please discuss with your line manager in the first instance, prior to notifying your HR team at hr@ndcls.ox.ac.uk.

Childcare Services

The University Childcare Services provide support to staff and students with all aspects of childcare. For more information: www.admin.ox.ac.uk/childcare/

Childcare Voucher Scheme

Computershare Childcare Vouchers can be used for registered childcare facilities such as non-University nursery fees, before and after school clubs, holiday play schemes, child-minders, nannies and crèche facilities. The University offers this scheme to eligible staff as an opportunity to save tax and national insurance on childcare costs. For more information: www.admin.ox.ac.uk/childcare/voucherscheme/

Shared Parental Leave (SPL)

The SPL system enables eligible parents, if they so wish, to share a period of leave and pay in the 52 weeks immediately following the birth or adoption of their child.

The arrangements for the SPL scheme are complex, and can be found at <http://www.admin.ox.ac.uk/personnel/during/family/spl/>.

If you are considering applying for SPL you are advised to consult with your local admin team at the earliest opportunity.

The existing statutory rights to maternity leave, adoption leave, ordinary paternity leave and unpaid parental leave remain unchanged.





Nursery Fee Salary Sacrifice Scheme

Details of the salary sacrifice scheme for nursery fees at www.admin.ox.ac.uk/childcare/salariesacrificescheme/

Nurseries

Information on University, college and private nurseries, can be found at www.admin.ox.ac.uk/childcare/nurseryinformation/

RDM Sponsored Places

RDM offers four sponsored nursery places. To be eligible, you must have already applied to the Childcare Services waiting list. For full terms and conditions, and how to apply, see www.rdm.ox.ac.uk/intranet/personnel/benefits/family-friendly.

Alternative nurseries/schools in Oxfordshire

The waiting list for University nurseries is very long so we suggest that you have an alternative plan for when you return to work in case you don't get a University nursery place. The Oxfordshire Family Information service has a wealth of information about different types of childcare available: www.oxfordshire.gov.uk/cms/content/oxfordshire-family-information-service-oxonfis

Holiday Playschemes

The University works in partnership with playscheme providers to support families during the school holiday periods. Further details: www.admin.ox.ac.uk/childcare/

playscheme/

Parenting Organisations

Further details can be found at www.admin.ox.ac.uk/childcare/parentingorg/

ParentsNet Forum

The ParentsNet Forum aims to put parents around the Medical Sciences Division in contact, and to give the opportunity to share ideas and exchange goods. ParentsNet is hosted on Weblearn and is subscription-based only. If you would like to sign up, please email: admin-pa@dpag.ox.ac.uk

Student Parents

The Health and Welfare section of the Student Gateway (www.ox.ac.uk/students/welfare/childcare) and the Oxford University Student Union website (<http://ousu.org/advice/life-welfare/student-parents>) offer more information for student parents. It is also recommended that you contact your Senior Tutor at College.

Support after a Career Break

A number of initiatives can support you when you return from work after a career break. The RDM Mentoring Scheme can match you with a mentor who has relevant experience. More info and to sign up, please visit the [RDM website](http://www.rdm.ox.ac.uk).

There are also funding streams dedicated to assisting researchers who are returning to work after leaving to start a family, or for staff wishing to work with flexible working patterns e.g. Returning Carers Fund, Daphne Jackson

Fellowships, Dorothy Hodgkin Fellowships. Please contact ruth.mccaffrey@rdm.ox.ac.uk or see www.rdm.ox.ac.uk/intranet/personnel/work-life-balance/returning-to-work-after-a-career-break

My Family Care

Offering access to emergency back-up childcare and adultcare, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space. More information is available on the [University Personnel pages](http://www.rdm.ox.ac.uk/intranet/personnel/benefits/family-friendly)

Map of University Nurseries

http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/childcare/images/Childcare_Services_map_2016_P_RINT.pdf



For more information see:

www.rdm.ox.ac.uk/intranet/personnel/work-life-balance