

# Staff Benefits

Nuffield Division of Clinical  
Laboratory Sciences

Last updated May 17

Factsheet 7

## Family-Friendly Benefits

The University offers a number of family-friendly benefits including family leave (maternity, paternity, adoption, shared parental & unpaid parental leave), a childcare voucher scheme, a nursery fee salary sacrifice scheme and many more. For more information, see Factsheet 18 'Family-Friendly Benefits' or [www.rdm.ox.ac.uk/family-friendly-benefits](http://www.rdm.ox.ac.uk/family-friendly-benefits)

## 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. Flexible working can now be requested by all employees, not just those with parental or caring responsibilities. Please discuss any potential request for flexible working with your local HR team (Michaela Smart or Helen Oldham).

Details of the formal procedure at

[www.admin.ox.ac.uk/personnel/during/flexible/](http://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 local HR Officer.

## Health Care

BUPA offer a discount to University employees. Details can be found at [www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/#d.en.107442](http://www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/#d.en.107442)

## Staff Discounts

A number of companies offer discounts to University staff. These range from hotel bookings, airport parking, restaurants, insurance and breakdown cover, to mobiles and gifts. Details can be found at [www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff](http://www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff)

## Access to University Facilities

On production of a University Card,

## Staff Benefits A-Z

The website below outlines the benefits currently provided by the University for its staff, and gives details of whom to contact for further information. The range of benefits is wide and is continually under review. It is hoped that this guidance will enable staff to take advantage of what is available. Every effort has been made to ensure this information is accurate and reliable. The full list of benefits can be found at

[www.admin.ox.ac.uk/personnel/staffinfo/benefits/az/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/az/)



## Eye Tests for Display Screen Equipment (DSE) Users

DSE users are entitled to request an eye test. Your admin team will arrange your test with one of the University's nominated opticians and reimburse the cost of the test. Where a new or altered prescription for spectacles is required for DSE use, the department will contribute £75 towards the cost.



the University Arboretum, the Botanic Gardens and Oxford Colleges. University staff can also become members of the University Club for free. For more info, see: [www.admin.ox.ac.uk/personnel/staffinfo/benefits/well-being/#d.en.52076](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/well-being/#d.en.52076)

### Transport Schemes

The University offers a range of travel schemes and discounts to staff covering bus, train and bicycle travel. For details, see: [www.admin.ox.ac.uk/personnel/staffinfo/benefits/transport/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/transport/)

In addition University staff with an OUH NHS Trust ID Card may be entitled to purchase bus passes via the JRH Car Parking Office at the Trust's discounted rates. Details of the Trust's scheme at <http://orh.oxnet.nhs.uk/Estates/Pages/Publicbusservices.aspx>

Any member of staff who purchases a season ticket via the OUH NHS Trust can also apply for a University loan to cover the cost of the ticket (with repayments over the same lifetime of the season ticket via salary deduction). Details of the scheme are available at [www.admin.ox.ac.uk/estates/ourservices/travel/bus/](http://www.admin.ox.ac.uk/estates/ourservices/travel/bus/)

### Car Sharing

The University participates in a formal car sharing scheme, Journeyshare.

Details can be found at [www.admin.ox.ac.uk/estates/ourservices/travel/car/](http://www.admin.ox.ac.uk/estates/ourservices/travel/car/)

### Parking

Parking at the hospital sites is limited. Staff wishing to park at the John Radcliffe or Churchill Hospitals will require an OUH parking permit, which will need to be renewed annually. Application forms can be obtained on-line from <http://orh.oxnet.nhs.uk/Estates/Pages/travel.aspx>

Staff day passes (5 per month) are available for staff who do not have an annual permit at a cost of £2.30/day. Further information at <http://orh.oxnet.nhs.uk/Travel/Pages/default.aspx>.

Staff based at the Old Road Campus are eligible to apply for a University parking permit – see [www.admin.ox.ac.uk/estates/ourservices/travel/parking-forms/](http://www.admin.ox.ac.uk/estates/ourservices/travel/parking-forms/)

All staff are eligible to apply for University Off-peak permits which are valid before 7 a.m. and after 4 p.m. every weekday and all day at weekends in any University-controlled car parks, except those for which site-specific permits are issued – see [www.admin.ox.ac.uk/estates/ourservices/travel/parking-forms/](http://www.admin.ox.ac.uk/estates/ourservices/travel/parking-forms/)

## Sports Facilities

All University staff are eligible to use the University Sports Centre. Details can be found at

[www.sport.ox.ac.uk/facilities/](http://www.sport.ox.ac.uk/facilities/)



### Free Staff Shuttle Bus

There are free shuttle buses which run between the Churchill site and the John Radcliffe Hospital. It is operated on a 'first come, first served' basis and you will be required to show your OUH NHS ID card to be able to use it. More details and a timetable can be found at <http://orh.oxnet.nhs.uk/ESTATES/Pages/ORHShuttleService.aspx>

**For more information contact:**

Tel: 01865 220 078 fax: 01865 228 980

Website: [www.ndcls.ox.ac.uk/benefits-and-discounts](http://www.ndcls.ox.ac.uk/benefits-and-discounts)