

FAMILIES AT THE DEPARTMENT OF PSYCHOLOGY



RETURNING TO WORK - FLEXIBLE WORKING

Parents of children aged 16 or under, or disabled children under the age of eighteen, have the right to apply to their employer to work more flexibly if they have:

- worked for their employer for 26 weeks continuously at the date that the application is made
- not have made another application to work flexibly under the right during the past 12 months

The request can cover hours of work, times of work and may include requests for different patterns of work.

www.admin.cam.ac.uk/offices/hr/policy/flexible/

MATERNITY, PATERNITY AND PARENTAL LEAVE

The University has well-developed and generous packages available to staff starting a family, including those adopting.

Maternity leave may constitute (subject to eligibility):

- 18 weeks' paid leave during which they will receive their normal rate of pay.
- 21 weeks' during which they will receive Statutory Maternity Pay (if entitled).
- 13 weeks unpaid leave.

Full details can be found at the following link

www.admin.cam.ac.uk/offices/hr/policy/maternity

Paternity leave is available (subject to eligibility): two weeks full pay

www.admin.cam.ac.uk/offices/hr/policy/paternity

Parental leave is also available for up to 13 weeks (unpaid) for each child up until the child's 18th birthday, subject to a qualifying period.

www.admin.cam.ac.uk/offices/hr/policy/parental

CHILDCARE VOUCHERS

The Childcare Voucher Salary Exchange Scheme is available to all University staff (with a contract of employment with the University and listed on the University payroll) using Ofsted-registered or approved childcare.

www.admin.cam.ac.uk/univ/childcare/sacrifice/vouchers

CONTACTS

Departmental Administration:

Kate Stacey (Secretary to the Department), 01223 (3) 33 936

Sonia Brignell (HR Administrator) 01223 (3) 30 782

ACCOMMODATION

The University runs its own Accommodation Service to assist University Staff, both current and those arriving to take up posts, in finding suitable accommodation. The service has its own website

www.accommodation.cam.ac.uk/

RETURNING CARERS SCHEME

This scheme has been established to make funds available to support female academic and research staff who are going on, or returning from a period of long term significant caring responsibility which has affected the applicant's ability to carry out research (eg: maternity leave, adoption leave, or leave to care for a dependent). The scheme offers funds (subject to eligibility) to assist returning carers in building up their research profiles and other academic activity after a period away from work. The closing date for the current round of applications is 28 February 2014.

www.admin.cam.ac.uk/offices/hr/policy/carer/



NURSERIES

The University has two workplace nurseries, the University Nursery at Edwinstowe Close and the University Nursery at West Cambridge, managed on behalf of the University by Childbase Partnership for the children of current staff.

www.admin.cam.ac.uk/univ/childcare

CARERS

The Department tries to be as supportive as possible when family crises arise. There are established procedures for applying for compassionate leave or temporary changes in working arrangements. Individuals should contact their line manager or Departmental Administrator in the first instance to discuss this.

HOLIDAY PLAYScheme

The playscheme provides childcare and play opportunities for school aged children from five to fifteen years old in the state school holiday periods (excluding Christmas and Bank Holidays).

www.admin.cam.ac.uk/univ/childcare/playscheme

Human Resources:

Emma Lees (HR Business Manager), 01223 (7)65907

Tracy Brooks (HR Adviser), 01223 (7)60343

Kelly Bowen (HR Administrator), 01223 (3)37767