



NUFFIELD DEPARTMENT OF  
CLINICAL NEUROSCIENCES



# Parents and Carers Factsheet

The Nuffield Department of Clinical Neurosciences is committed to supporting our staff in creating a sustainable work-life balance, and actively promotes informal and formal flexible working practices. For parents and carers specifically, we ensure the provision of generous leave schemes in line with the University of Oxford's policies and national entitlements.

If you are planning a family or taking on additional caring duties, we strongly encourage you to inform the Department, so that we can provide you with the necessary support, and so that you might take full advantage of your entitlements. Please contact the HR team for further information and advice ([hr@ndcn.ox.ac.uk](mailto:hr@ndcn.ox.ac.uk)).



## Types of leave

**Please note: occupational entitlements are dependent on qualifying criteria.**

Scheme name	Who	Entitlement	Notice to take leave
Maternity Leave	Birth mothers	52 weeks' leave; paid/unpaid proportion maternity pay	15th week before expected week of childbirth
Paternity Leave	Partners (birth and adoptive)	1 week or 2 consecutive weeks' leave	15th week before expected week of childbirth or within 7 days of being matched
Shared Parental Leave	Parents (birth and adoptive)	The mother or primary adopter must take the first two weeks following the birth or placement as maternity leave. After that, eligible parents may split the remainder of the 50 week leave and 37 week pay entitlement.	At least 8 weeks before proposed start date; birth mothers/primary carers must provide notice.
Adoption Leave	Primary adopter	52 weeks' leave: 26 weeks of Ordinary Adoption Leave and 26 weeks of Additional Adoption Leave	Within 7 days of being matched
Unpaid Parental Leave	Parents	18 weeks in total; 4 weeks in any one year	21 days
Carer's Leave	Carers	At least 13 weeks up to a maximum of 104 weeks	6 weeks

### Preparing for a period of leave

Depending on your role within the Department, you may need to make different arrangements ahead of your leave. In all cases, you are encouraged to share the news of your or your partner's pregnancy, your adoption plans, or your intention to take Carer's Leave with the Department as soon as possible. Informing us in a timely manner will allow us to arrange time off for any appointments, carry out any necessary risk assessments, and plan for your leave.

**In order to qualify for and claim leave, you must notify the Department within the requisite period for the type of leave you wish to take.**

### Extending your grant or fellowship

If you are a researcher working on a grant or holding a fellowship, you may need to contact your funder to request an extension to your funding term. Many grant-awarding bodies allow you to extend your funding, and the Research team will be able to advise you on approaching your funder ([research@ndcn.ox.ac.uk](mailto:research@ndcn.ox.ac.uk)).

### Someone to talk to

While you can discuss balancing your caring duties and working life with the HR team, we appreciate that you might find it useful to speak to someone who has been in a similar position in the past. The Department and

the University offer a range of additional resources and networking opportunities.

NDCN runs a Departmental Buddy Scheme. Whether you're planning a family, have recently moved to Oxford with school-age children, or care for elderly relatives, we have a list of people who would be happy to share their experiences.

ParentsNet is a forum aiming to put people around the Medical Sciences Division in contact, and to give parents the opportunity to share and find a place where to exchange goods and ideas alike.

The University has recently subscribed to My Family Care, an online portal that offers advice and guidance through helplines, coaching, and webinars, as well as a search engine to find emergency and general care providers.

## **While you are away**

### **Contact with work**

Feeling 'out of touch' during an extended period of leave is common. Keeping in Touch (KIT) days allow staff taking Maternity or Adoption Leave to spend up to 10 days at work during their period of leave. Depending on your leave circumstances, you may be entitled to payment for the work that you do during KIT days. Shared Parental Leave in Touch (SPLIT) days allow each parent to work up to 20 days. While on Carer's Leave, you may be entitled to work up to 15 hours per week. In all cases, you should discuss these options with the HR team.



## Returning to work

### Transitioning back to work

While on leave, you may continue to accrue annual leave, and many parents use this to phase their entry back into the workplace. For example, you may wish to use your annual leave to work up gradually to your full contracted hours over the course of a number of weeks.

The Department has a core hours policy (10.00am–3.00pm) for all regular meetings to accommodate the school run. You may wish to explore flexible working options to allow you to balance work and home life after a period of leave. There is a range of available options, which you can discuss with the HR team.

### Returning Carers' Fund

The Returning Carers' Fund provides funding for women and men to support the development of their research career following a break to care for a child or close relative. Support could include, but is not limited to: teaching buy-out, training or professional development, short-term secondments, conference attendance, short-term research or administrative

assistance, small-scale lab equipment purchases, and funding visits to Oxford by your research collaborator(s).

### Childcare

The University is proud to be able to offer a comprehensive range of high-quality childcare at affordable prices. The Childcare Services Department aims to support parents with their childcare requirements. Their website provides information about University nurseries, fees, funding, salary sacrifice and voucher schemes, and holiday playschemes.

### Useful links

#### Family Leave

[www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/)

#### Nursery Information

[www.admin.ox.ac.uk/childcare/nurseryinformation/](http://www.admin.ox.ac.uk/childcare/nurseryinformation/)

#### My Family Care

[www.myfamilycare.co.uk](http://www.myfamilycare.co.uk)

