

School of Biochemistry

School Pregnancy and Parental leave booklet



Guidance for staff before, during and after

Parental leave within the School of Biochemistry

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Overview

This guidance should be read in conjunction with University of Bristol policies on:

- Adoption (including Surrogacy) Leave and Pay
- Compassionate and Dependents leave
- Flexible working
- Maternity
- Parental leave

These documents and policies can be found on the University Work and Family pages

(<http://www.bristol.ac.uk/inclusion/parents--carers/>)

and HR A-Z policies pages (<http://www.bris.ac.uk/hr/policies/>)

Guidance for research students can also be found at the following link:

<http://www.bristol.ac.uk/academic-quality/pg/pgrcode/annex14/>



“I found this booklet really useful as it contains a lot of information I never knew about! It’s great to have the information in one place, rather than having to spend time searching the University pages”

Useful contacts

School of Biochemistry

Nigel Savery	Head of School	bioc-hos@bristol.ac.uk
Jane Fitzwalter	School Manager	Jane.Fitzwalter@bristol.ac.uk
Naomi Boardman	Executive Administration Manager	naomi.boardman@bristol.ac.uk
Marc van der Kamp	Equality, Diversity & Inclusion Lead	marc.vanderkamp@bristol.ac.uk
Jane Fitzwalter	School Safety Advisor	Jane.Fitzwalter@bristol.ac.uk

Faculty of Life Sciences Safety & Health

Tom Curry	Building Safety Adviser	T.Curry@bristol.ac.uk
Kelley Martin	Facilities Manager	kelley.martin@bristol.ac.uk

Faculty of Life Sciences HR Team

Stela Holder	Head of HR Business Partnering	stela.holder@bristol.ac.uk
Ruth Robinshale	Senior HR Business Partner	ruth.robinshale@bristol.ac.uk
Juliette Kitson-Smith	HR Business Partner	ra21666@bristol.ac.uk
Shared mailbox		fls-hrqueries@bristol.ac.uk

“The School has been extremely supportive during my pregnancy and with my request for maternity leave. The Head of School and other staff were all very understanding when I needed to take time off at short notice due to complications during my pregnancy.”

Head of School introduction



I am delighted to endorse this handbook which, alongside the University Maternity, Paternity and Adoption leave policies, aims to provide a comprehensive source of information for staff before, during and after parental leave.

This supplement contains School specific information and policies. The School has developed a number of strategies to facilitate the provision of cover for research, teaching and administrative activities. This support is not only while on parental leave but, importantly, on return to work when there may be particular demands on work / life balance.

I hope that you find this a valuable source of information and would welcome your feedback on it.

Professor Nigel Savery

A handwritten signature in black ink that reads "N Savery". The signature is written in a cursive, flowing style.

Head of Biochemistry

School specific information

Risk Assessment

It is important for you and your unborn child's health and safety that you inform your line manager that you are pregnant as early as possible. A specific risk assessment should then be undertaken in consultation with your manager and/or School Safety Advisor - your input into this process is essential.

The risk assessment will need to be reviewed on a regular basis as the risks identified will vary depending on your health and at different stages of your pregnancy and return to work phase. Further information is contained in the Health and Safety Office guidance note for new and expectant mothers, which can be viewed at

<http://www.bristol.ac.uk/safety/media/gn/new-expect-mothers-gn.pdf>

Shared Parental Leave Applications

Information on the Shared Parental Leave policy, and the forms to be completed, can be found at: <http://www.bristol.ac.uk/hr/policies/shared-parental-leave.html>

For assistance with Shared Parental Leave applications please contact the School Manager, or HR team, in the first instance, who will be happy to help.



“The School of Biochemistry were very supportive when I applied to take Shared Parental Leave. Although the process was complicated, it all went smoothly and the environment here is such that I felt comfortable taking the extra time to care for my son.”

School specific information

Flexible Working Requests

The school is supportive of flexible working requests and seeks to approve these where possible. Previous requests have included changes to working hours, periods of reduced hours, and working from home. We suggest you talk to your Line Manager or School Manager as a first point of contact.

The University Policy on flexible working is found here: <http://bristol.ac.uk/hr/policies/flexwork.html> including detailed guidance on how to make a request and how each request is considered. If you require any further information on this, please contact the Faculty HR Team.

Support for staff who are externally funded

Each funder operates a different policy concerning parental leave. It is important to identify what that policy is as early as possible in the pregnancy. This information is often present on the funders website. If you have any queries about this, or are unable to find this information, please contact the Account Assistant in the Post Award Finance team, who will be able to assist with the specific terms and conditions of your funder.

For further Information please visit the following website
<http://www.bristol.ac.uk/inclusion/parents-and-carers/>

Support for Academic Staff on, or returning from Parental Leave

This policy has been developed for Academic Staff taking parental leave. It will be initiated as soon as the School is informed about your leave. The support offered is varied depending on your academic pathway.

Each of these are detailed in the following pages.

“When I returned from maternity leave I was 0.2FTE. Over the last 5 years this has steadily increased to 0.8FTE, at my request. I have found the School to be nothing but supportive and both my Line Manager and Head of School have allowed my work hours to increase at a pace suitable to me and my family commitments.”

School specific information

Pathway 1 Staff

Research

The School will arrange for an appropriate colleague (approved by you), to manage your lab whilst you are on leave. The PI providing cover will hold regular lab meetings in your absence, along the lines of how they are normally run by your lab or would incorporate your lab, if research interests are similar enough, into their own lab meetings. They will also offer an "open surgery/office" arrangement for your post-docs and graduate students. This will include, taking on responsibilities such as being present when graduate students give their annual research talk if you are unable to attend. They will be the contact person between lab and PI and so there should be at least fortnightly phone calls between the two parties and a general policy of copying of all relevant emails.

Arrangements will be made on a case by case basis by the Director of Research and the Head of School.

Teaching

The School will relieve you from all your teaching responsibilities during your leave, usually by sharing your workload across several members of the School, or by recruiting cover in accordance with University guidelines. To facilitate the efforts of your colleagues, you will be expected to give as much notice as possible and to pass on all relevant lecture materials (PowerPoint slides, notes etc). You will also be expected wherever possible to spend some time with each colleague to directly guide them. In some instances it may be possible to employ someone on a part time/casual basis to cover some aspects of teaching. On return from your leave, the School will continue this arrangement for up to one year.

Even with short periods away (e.g. 3 or 4 months of maternity leave) the School will honour the teaching break of up to a total of one year from the start of your leave. This is to enable you to get your lab back "up to speed" upon your return. Arranging cover for your teaching will be the responsibility of the Head of Teaching in consultation with the Head of School. You will be expected to guide allocations by your knowledge of the teaching and suggest who might suitably cover your material.

Admin

The School will relieve you from all your administrative responsibilities during your leave, usually by sharing your workload across several members of the School, or by recruiting cover in accordance with University guidelines. To facilitate the efforts of your colleagues, you will be expected to give as much notice as possible and to pass on all relevant information. You will also be expected wherever possible to spend some face-to-face time with each colleague to directly guide them.

Arranging cover for your administrative duties will be the responsibility of the Head of School. You will be expected to guide allocations by your knowledge of the teaching and suggest who might suitably cover your duties.

School specific information

Pathway 2 Staff

Research

The School will arrange for an appropriate colleague (or colleagues) to manage your lab work, if necessary, whilst you are on leave.

The colleague providing cover will attend lab meetings in your absence, along the lines of how they are normally run in your lab, or if research interests are similar enough, into their own lab meetings. This role will include, taking on responsibilities such as supervising undergraduate and / or postgraduate students within the lab and being present when students give their research talks, if you are unable to attend. They will be the contact person between lab and PI and so there will be a general policy of copying of all relevant emails. You are not expected to reply to update emails while you are on parental leave. Arrangements will be made on a case by case basis by the Line Manager (PI), Pathway 2 member(s) of Staff and the Head of School.

Admin

The School will relieve you from any administrative responsibilities during your leave, usually by sharing your workload across several members of the School, or by recruiting cover in accordance with University guidelines. To facilitate the efforts of your colleagues, you will be expected to give as much notice as possible and to pass on all relevant information. You will also be expected wherever possible to spend some face-to-face time with each colleague to directly guide them.

Arranging cover for any administrative duties will be the responsibility of the Head of School.

“My project continuing while I was on leave really helped move the project forward so, when I returned to the lab, I was able to be part of a published paper quicker than if the work had been paused. The e-mails allowed me to be kept “in the loop” but I never felt any pressure to reply while I was on leave.”

School specific information

Pathway 3 Staff

Teaching

The School will relieve you from all your teaching responsibilities during your leave, usually by sharing your workload across several members of the School, or by recruiting cover in accordance with University guidelines. To facilitate the efforts of your colleagues, you will be expected to give as much notice as possible and to pass on all relevant lecture materials (PowerPoint slides, notes etc). You will also be expected wherever possible to spend some face-to-face time with each colleague to directly guide them. In some instances it may be possible to employ someone on a part time/casual basis to cover some aspects of teaching.

On return from your leave, the Head of Teaching will work with you to put in place a plan for you to build back up to your normal teaching load, typically over 3 months from your return.

Admin

The School will relieve you from all your administrative responsibilities during your leave, usually by sharing your workload across several members of the School, or by recruiting cover in accordance with University guidelines. To facilitate the efforts of your colleagues, you will be expected to give as much notice as possible and to pass on all relevant information. You will also be expected wherever possible to spend some face-to-face time with each colleague to directly guide them. On return from your leave, the School will continue this arrangement for up to one year.

Even with short periods away (e.g. 3 or 4 months of maternity leave) the School will honour the administration break of up to a total of one year from the start of your leave. This is to enable you to get your teaching back “up to speed” upon your return.

Arranging cover for your administrative duties will be the responsibility of the Head of School. You will be expected to guide allocations by your knowledge of the teaching and suggest who might suitably cover your duties.



“Being able to work flexibly really helps me balance my teaching, and other work roles, with my home life. The culture within the School is one where flexible working is seen as the norm and it gives rise to a supportive, collegiate working environment.”⁹

Other information

Breastfeeding & expression

The School of Biochemistry supports your rights to breastfeed your child, even after your return to work. The Biomedical Sciences building has a private and lockable first aid room – E34, which can be made available as a facility for the expression of breastmilk. To arrange access to the room, please contact bioc-exec@bristol.ac.uk. There is a small fridge in the room for storage of expressed milk or alternatively the school can store for this for you on request.

Complications & Bereavement

If anything unexpected happens during your pregnancy or the birth of your child, especially if it affects the health of either one of you, you should contact the Faculty HR team, or School Manager, in the first instance for advice.

Details of the University compassionate leave policy can be found at: <http://www.bristol.ac.uk/hr/policies/compassionate-leave.html>

Staff Counselling can be contacted at;
<https://uob.sharepoint.com/sites/staff-counselling>

University Day Nursery

Bristol University Day Nursery provides a caring and stimulating learning environment for children aged between 3 months and 5 years
<http://www.bristol.ac.uk/nursery/>

“The first aid room has allowed me to continue breastfeeding my son and it’s invaluable to have.

Provisions like this should definitely be more readily available in workplaces.”