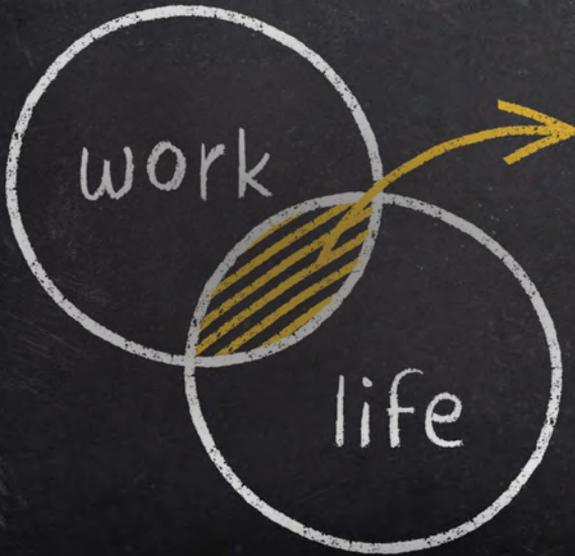




**QUEEN'S
UNIVERSITY
BELFAST**

SCHOOL OF
BIOLOGICAL
SCIENCES



balance



THE UNIVERSITY PRIDES ITSELF ON BEING AT THE FOREFRONT OF BEST PRACTICE IN EMPLOYMENT.

THIS SHORT BOOKLET HIGHLIGHTS THE UNIVERSITY'S WORK LIFE BALANCE POLICIES AND INITIATIVES.

POLICIES AND APPLICATION FORMS

Adoptive Leave

To access the adoptive leave policy and application form, please visit:

go.qub.ac.uk/adoptive-leave-policy
go.qub.ac.uk/adoptive-leave-application

Career Break

To access the career break policy and application form, please visit:

go.qub.ac.uk/career-break-policy
go.qub.ac.uk/career-break-application

Career Break Extension

To access the career break extension policy and application form, please visit:

go.qub.ac.uk/career-break-policy
go.qub.ac.uk/career-break-ext

Dependant Leave including Bereavement Leave

To access the dependant leave policy and application form, please visit:

go.qub.ac.uk/dependant-leave
go.qub.ac.uk/dependent-leave-app

Flexible Working including Part-time Working

To access the flexible working policy and application form, please visit:

go.qub.ac.uk/flexible-working
go.qub.ac.uk/flexible-working-app

Parental Leave

To access the parental leave policy and application form, please visit:

go.qub.ac.uk/parental-leave
go.qub.ac.uk/parental-leave-app

Paternity Leave

To access the paternity leave policy and application form, please visit:

go.qub.ac.uk/paternity-leave
go.qub.ac.uk/paternity-leave-app

Paternity Leave (Adoptive)

To access the paternity leave (adoptive) policy and application form, please visit:

go.qub.ac.uk/paternity-leave
go.qub.ac.uk/paternity-leave-adoptive

Shared Parental Leave

To access the shared parental leave policy and application form, please visit:

go.qub.ac.uk/shared-parental
go.qub.ac.uk/shared-parental-app



PARENTAL LEAVE

Parental leave gives members of staff, both fathers and mothers, a right to take time off work to look after a child or to make arrangements for the child's welfare. Members of staff can use parental leave to spend more time with their children and strike a better balance between their work and family commitments.

The School of Biological Sciences is committed to maintaining a talented and diverse workforce, and as such, fully supports any staff member availing of QUB policies that maintain a healthy work-life balance, including parental leave. As part of the SWAN agenda, the School is dedicated to increasing awareness of parental leave policies and providing support for all staff members from the initial notification of intention to take parental leave through to return to work planning.

The School management, directed by the SWAN team will help discussing and planning any transition of roles that will occur as a result of a staff member taking up parental leave. The multifaceted nature of academic roles requires consideration of the transition of administrative, teaching and service roles, in addition to a plan to support the maintenance of research programmes.

Process for Parental Leave

1. Notify the Head of School of your upcoming leave at the earliest convenience to allow time for planning.

2. Ensure you are familiar with the University's Parental Leave Policy.

3. Complete a copy of the Parental Leave Planning Form as a starting point for future discussion and planning. This template is neither comprehensive nor mandatory.

4. Meet with your supervisor or line-manager to discuss the hand-over of administrative, teaching and service roles. Depending on the nature of the role, a staff member may be identified for secondment or fixed-term contract appointment into the role for the period of the leave. The School recognises that this process presents a potentially important development opportunity for other members of staff. Transition of the role will depend on a number of factors, including: the complexity of the administrative or teaching role; consideration of the Academic Staff Workloads Policy; and, the time available before you will commence leave in order to ensure sufficient time for adequate hand-overs.

5. Complete the University's Parental Leave Application Form, and forward to the Head of School for approval.

The form should then be forwarded to the Diversity and Inclusion Unit, Human Resources, Level 4, Administration Building.

6. Ensure Following completion of the Transition Plan and Parental Leave Application Form, you should work closely with the Head of School and the Directors of Education to finalise arrangements and hand-overs with relevant colleagues.

7. Support for maintenance of the research programme and supervision of students through the period of leave is essential. The first point of discussion will be with the Head of School to evaluate the current status of the research group. Important considerations include: numbers of students and the stage of their degrees; the amount of support through PhD graduates and Postdoctoral Research Assistants; current status of the research group; funding through grants; and, the duration of the funding support.

8. Consider the preferred mode and volume of contact with the School during the period of leave (i.e. would you still like to receive invitations to School events, conferences, etc.). Consider also some "Keeping in Touch Days" where you could visit the School to attend an event (e.g. seminars, meetings, etc.).



CHILDCARE SUPPORT

As a recognised family friendly employer, Queen's have three childcare sites on campus, offering quality childcare services for staff and students.

Childcare Services

Childcare Services at Queen's offer a range of affordable childcare support in campus with full day care provision for children from 6 weeks to 4 years at the Creche sites at 11 College Gardens and 1 Rugby Road. There is also an After School Club located at 5 Rugby Road for children from Primary 1 to Primary 7 including a daily school collection facility. Places are currently available across all age groups. Click [here](#) for further information about Child Care services, or please contact:

Karen McCormick
Childcare Manager
E: karen.mccormick@qub.ac.uk
T: 028 9066 2146

Childcare Vouchers

Childcare Queen's University Belfast, in conjunction with Employers for Childcare (www.employersforchildcare.org) provides staff with a Salary Sacrifice Scheme to help meet the costs of childcare.

Under this scheme part of your wages or salary can be given up or "sacrificed" in exchange for Childcare Vouchers which you then use to pay or part pay your registered childcare provider.

To apply for the Scheme please download an Application Form (go.qub.ac.uk/childcare-app) and return it to the Salaries Office by the 7th of the month in which you require vouchers. For further information, please contact:

David Convery
Salaries Office
E: d.convery@qub.ac.uk
T: 028 9097 3098

