

# Families@Chemistry



## Introduction

The Department of Chemistry received the [Athena SWAN](#) Silver Award in April 2016, which recognises our commitment to advancing the careers of women in Chemistry.

The efforts undertaken as part of our Silver Award have yielded good progress and the Department remains committed to further improving the working environment and support that it is able to offer all its staff and students. Work continues in pursuit of our new Silver Award action plan and we look forward to the challenges and rewards that may bring.

This leaflet brings together some of the support available and highlights a few of the latest developments currently in progress, both at University level and in the Department.



**Dr Nick Bampos,**  
Deputy Head of Department

## Mentoring

The Department's [mentoring scheme](#) offers research staff a 'pool of mentors', academic and senior staff members within the Department and the Royal Society of Chemistry, all of whom have volunteered to support researchers with a range of work-related topics and issues.

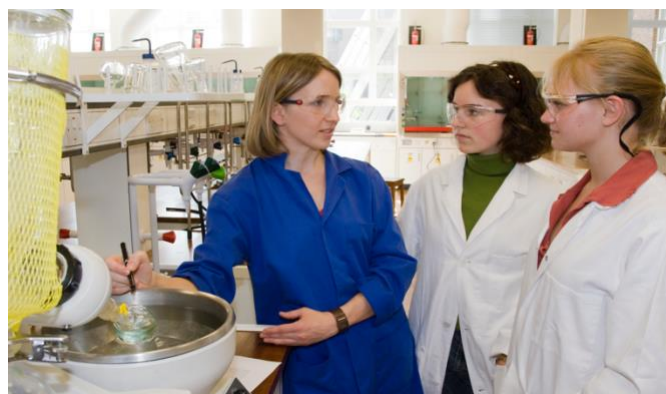
Academic-related and assistant staff seeking a mentor should contact Marita Walsh.

## Staff Review and Development

The Department's staff review and development (SRD) scheme aims to support staff development and to provide help in balancing the personal needs and ambitions of our staff with the University's overall objectives.

For assistant and academic-related staff, reviews are conducted every two years. For contract research staff, reviews are conducted annually.

The [Department's SRD scheme](#) is available online.



## Accommodation

The University has its own [accommodation service](#) to help staff find suitable living arrangements. This service is for current staff as well as those arriving to take up posts. Call direct to college accommodation offices.

## Working Hours

The best source of information for your normal working hours is your contract. The following information is a general guide to working hours for different staff categories:

- Most assistant staff work flexibly with normal working hours between 8am and 6pm.
- Research and academic-related staff are required to work hours depending on the requirements of their role and 37.5 hours each week is provided as a guide only.

The Department is open for research from 7am until midnight 7 days a week. Core lab working hours are Mon to Fri 9am – 5pm.

This offers a good degree of flexibility department meetings generally take place during core hours to make it easier for those with caring responsibilities to attend.

## Departmental Contacts

[Dr Nick Bampos](#)

Deputy Head of Department

[Marita Walsh](#)

Support Services Manager

[Kathleen Pickett](#)

Welfare, Training, Development Adviser

## Family Friendly Leave

The Department aims to be as supportive as possible when family crises arise. The [special leave policy](#) establishes procedures for applying for leave or changes to working arrangements to support you such as **special leave**, **emergency Leave**, **compassionate Leave**, **unpaid leave for family reasons**.

### Flexible Working

The [University's Flexible Working Policy](#) sets out the procedure to follow when staff ask to work flexibly to achieve a better work/life balance.

All staff have the right to ask to work flexibly either as part of a phased return to work, or more permanently. Staff who also work for the colleges or undertake supervisions, should discuss their plans with the college and balance their workload accordingly.

The most common forms of flexible working arrangement are: part-time working, job share and flexi-time. Staff who would like to request a change to their existing working pattern should read this policy and discuss their proposal with their immediate supervisor before applying. You can request:

- **A permanent change** – using form FLEXAF
- **A temporary change** – by email/letter

### Childcare

The [Childcare Office](#) is based at 21 Trumpington Street and oversees the facilities and assistance offered to University staff and students with children.

[Salary Exchange Schemes](#) - Staff can also benefit from two salary exchange schemes to save tax and National Insurance payments on all or part of childcare costs.

[Childcare Information Service](#) – This service can help with childcare questions and issues and provides free e-newsletters to subscribing parents, detailed parent guides for staff and students and information for visiting scholars.

[Nurseries](#) - The University has two day nurseries at Edwinstowe Close and the West Cambridge site for children from three months to school age, and a Holiday Playscheme for school-age children which operates during state school holiday periods.

### Maternity: Keeping in Touch

During maternity and paternity leave, staff are encouraged to make use of 'keeping in touch' (KIT) days. These are optional but can help staff keep updated with changes in the Department, group, team and research. You can find out more about this within the relevant policies:

[Maternity leave policy](#)

[Paternity leave policy](#)

[Adoption policy](#)

[Ordinary parental leave](#)

### Returning to Work

[Returning to Work Carers Scheme for Academic and Research staff](#)

To assist the career and professional development of returning carers, a scheme has been established to make funds available to support those going on or returning from a period of long-term significant caring responsibility which has affected the applicant's ability to carry out research. This may include but is not restricted to: maternity leave, adoption leave, or leave to care for a dependent. Applications should be submitted by the start of October each year.

A **graduated return** from maternity/adoption leave can be requested allowing a member of staff to return to work for a minimum 20% of full-time. The staff member is expected to then increase their hours and be back to full-time within 12 months of their initial return date. The Department must be able to cover the duties at no extra cost to the University.

[Emergency leave for dependents](#) now includes up to 5 working days' paid leave in any rolling 12 month period, limited to 2 working days on any one occasion.

The Departmental first aid room is available for breastfeeding, and to express and store milk. Please contact [Kathleen Pickett](#) to request access. Baby changing facilities are available in the ground floor disabled toilet.

The University has well established and generous [family friendly benefits](#).