

# Families@Chemistry



## Introduction

In April 2016, the Department of Chemistry received the Athena SWAN Silver Award, recognising 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**  
**Responsible for Personnel Matters**



More information is available at:  
<http://www.ch.cam.ac.uk/content/athena-swan-bronze-award>

## Mentoring

The Department 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.

To find out more about the scheme, visit:  
[www.ch.cam.ac.uk/postdocs/mentoring](http://www.ch.cam.ac.uk/postdocs/mentoring)

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 below - simply click the relevant staff category on the left.

[www.ch-int.ch.private.cam.ac.uk/intranet-index](http://www.ch-int.ch.private.cam.ac.uk/intranet-index)



## 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. To find out more about the service visit:

[www.accommodation.cam.ac.uk](http://www.accommodation.cam.ac.uk)

**Top tip:** Try calling 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 commensurate with the requirement 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 and the Department requests that group meetings take place during core hours to make it easier for those with childcare responsibilities to attend.**

## Departmental Contacts

Dr Nick Bampos: nb10013@cam.ac.uk  
**Deputy Head of Department, responsible for Personnel Matters**

Marita Walsh: mjw91@cam.ac.uk  
**Support Services Manager**

Kathleen Pickett: kjp45@cam.ac.uk  
**Welfare, Training and Development Adviser**

# Family Friendly Leave

The University has well established and generous family friendly benefits

- Maternity Leave** - [www.admin.cam.ac.uk/offices/hr/policy/maternity/](http://www.admin.cam.ac.uk/offices/hr/policy/maternity/)  
**Paternity Leave** - [www.admin.cam.ac.uk/offices/hr/policy/paternity.html](http://www.admin.cam.ac.uk/offices/hr/policy/paternity.html)  
**Parental Leave** - [www.admin.cam.ac.uk/offices/hr/policy/parental.html](http://www.admin.cam.ac.uk/offices/hr/policy/parental.html)  
**Adoption Leave** - [www.admin.cam.ac.uk/offices/hr/policy/adoption/](http://www.admin.cam.ac.uk/offices/hr/policy/adoption/)

[www.admin.cam.ac.uk/offices/hr/staff/benefits/family.html](http://www.admin.cam.ac.uk/offices/hr/staff/benefits/family.html)

The Department tries to be as supportive as possible when family crises arise. There are established procedures for applying for leave or changes to working arrangements to help you. For example:

**Special Leave • Emergency Leave • Compassionate Leave • Unpaid leave for family reasons**  
[www.admin.cam.ac.uk/offices/hr/policy/leave/special/](http://www.admin.cam.ac.uk/offices/hr/policy/leave/special/)

## 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 letter

You can access the Flexible Working policy here:  
[www.admin.cam.ac.uk/offices/hr/policy/flexible/](http://www.admin.cam.ac.uk/offices/hr/policy/flexible/)

**Please also see the section on 'Returning to Work'!**

## 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 (excluding Christmas and Bank Holidays).

[www.admin.cam.ac.uk/univ/childcare/](http://www.admin.cam.ac.uk/univ/childcare/)

## Keeping in Touch

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

### Maternity

[www.admin.cam.ac.uk/offices/hr/policy/maternity/policy.html](http://www.admin.cam.ac.uk/offices/hr/policy/maternity/policy.html)

### Paternity

[www.admin.cam.ac.uk/offices/hr/policy/paternity.html](http://www.admin.cam.ac.uk/offices/hr/policy/paternity.html)

## 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 end of February each year. You can find out more about the scheme here:

[www.admin.cam.ac.uk/offices/hr/policy/carer/](http://www.admin.cam.ac.uk/offices/hr/policy/carer/)

### Graduated return from maternity/adoption/additional paternity leave

A graduated return allows a member of staff to return to work initially for a minimum 20% of full-time. It is expected that the member of staff will then increase their hours over the following 12 months 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.

[www.admin.cam.ac.uk/offices/hr/policy/leave/return.html](http://www.admin.cam.ac.uk/offices/hr/policy/leave/return.html)

**Please also see the section on 'Flexible Working'.**

**Top tips:** The Departmental first aid room is available for returning Mums to express and store milk. Changing facilities are available in the ground floor disabled toilet.