

PARENTAL LEAVE RETURN TO WORK

FOR STAFF AND STUDENTS

1. **Nursery/Child-Minder/After School care information.** Free part-time pre-school education places are available for 3 and 4 year olds and for some 2 year olds, refer to the [Fife Childcare Information Service](#) or ask childcare provider. Care before/after school and on school holidays is also available in some of the local primary schools and at the Cosmos community centre. The University provides advice of [local nurseries and child-minders](#).
2. **Breastfeeding at work.** The School of Medicine supports mothers who wish to continue breastfeeding when they return to work. The building has a breastfeeding room with a lock on the door, fridge solely reserved for breast milk and a bottle steriliser. The NHS provides [advice on breastfeeding at work](#).

STUDENTS ONLY

3. **Lone Parent Childcare Grant / Discretionary funds.** SAAS fund a [lone parent childcare grant](#) for full-time students. Discretionary funds are also available to students with children through Money Advice at Student Services.

STAFF ONLY

4. **Childcare vouchers scheme.** The University of St Andrews currently participates in the [Computershare Childcare Vouchers](#), which can be a more flexible way to meet the costs of childcare. Under the scheme part of your salary can be used to pay for Childcare Vouchers which can then be exchanged, in whole or part, for the childcare services that you use.
5. **Caring Fund.** The University has established a fund for the express purpose of supporting employees with child minding or other caring responsibilities associated with attending events as part of their role. For example, the fund could be used in order to pay for respite care, childminder costs, travel costs of dependants, accommodation costs of dependants, etc. See the [application process](#).
6. **Carer's leave.** The University have a [policy](#) that endeavours to assist in circumstances where care arrangements have unavoidably broken down, or where additional unforeseen pressures arise for which time off may be required. All employees will be allowed reasonable time off of up to three days (paid) per rolling year to provide care and attention to dependants or to deal with an unexpected event involving a dependant. Additional leave can be taken as unpaid. This may include:
 - a. Caring for ill dependants or accompanying them during an unexpected appointment / stay at hospital.
 - b. Making longer term care arrangements for the ill or injured.
 - c. Breakdown or unexpected disruption in care arrangements.
 - d. Incidents at school.
7. **Parental leave.** [Parental Leave policy](#) gives parents the right to unpaid time off work to look after a child or make arrangements for the child's welfare. Leave may also be taken through the University's [Special Leave Policy](#).

University of St Andrews - School of Medicine Handbook

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