**Statutory Neonatal care and leave**

The Government has announced that the **new statutory neonatal care leave and pay scheme** is to be implemented **from 6 April 2025** for parents of new babies born after that date who are admitted to neonatal care within 28 days of the birth.

The scheme will apply to parents of babies who need neonatal care, whether in hospital or consultant led care at home, or a hospice, for more than 7 days. The amount of leave available will mirror the period of time the child is in receipt of neonatal care, without interruption, up to a maximum of 12 weeks.

Statutory neonatal leave will be a ‘day one’ entitlement and People Committee will be considering a draft University scheme at its meeting March. Details of the new scheme will be circulated to HR colleagues as soon as possible.

**Oxford University Additional Paternity/Partner leave (OUAPPL)**

Our new Paternity Leave scheme was launched on 31 January. You can read the details of the scheme here [OUAPPL | HR Support](https://hr.admin.ox.ac.uk/ouappl)

We had a fantastic turn out for our Hilary term HR briefing at which we went through the new OUAPPL scheme. If you had registered but didn’t manage to attend you should be able to view the recording by opening the meeting invite, clicking on the ‘shared’ tab and then you should see the recording.

**Frequently asked questions (so far!)**

* ***Partial weeks:***Some staff who qualify for the transitional scheme are ending up with a partial week total (for example 3.4 weeks). The full scheme requires leave to be taken in blocks of one week minimum, so questions have arisen about rounding totals up or down. We are keen to ensure that those who are only qualifying for a partial year entitlement feel they are being treated fairly. So, if a calculation results in a part week please allow the individual to add these days onto one of their blocks of leave. For example, an entitlement to 3.4 weeks could be taken as 1 x block of 2 weeks and 1 x block of 1.4 weeks. The rules that a maximum of 3 blocks can be booked, that leave cannot be taken as individual days, and that leave needs to be booked with 8 weeks’ notice continue to apply (ie in this example leave could not be taken as 2 days, unless the 2 days are taken together and treated as one of the three blocks).
* ***52 week limit:*** Those whose children were born, or placed recently will have a good portion of the year within which to book their leave, but some parents may find that there is very little of the child’s first year remaining and ask for the 52 week period to be extended. It is important that we do not set precedents of different treatment within the scheme rules, particularly as those using statutory schemes such as maternity or shared parental leave are bound by the 52 week maximum period rules. However, in exceptional circumstances departments retain discretion to award special paid leave as set out [Leave for other reasons | HR Support](https://hr.web.ox.ac.uk/leave-for-other-reasons). However, special paid leave should be recorded as such and not as though it forms part of one of the other family leave schemes.

Blocks of leave: Leave can be requested in a maximum of 3 blocks. But, in addition, fathers/partners can access their Statutory Paternity Leave (which can be taken in up to 2 x 1 week blocks) and, where eligible, could also book Shared Parental Leave in up to 3 blocks.

**Bank holidays or fixed closure days that fall within a period of OUAPPL**

You cannot be on both annual leave and OUAPPL at the same time. Therefore, if bank holidays or fixed closure days fall within a planned period of OUAPPL those days should be recredited to the employee's annual leave balance.

 HR Updates for Staff

HT2025

1

**Rolled-up holiday pay**

A reminder that rolled-up holiday pay for casual teachers and casual students ambassadors is automatically added, when the [holiday pay allowance](https://hr.web.ox.ac.uk/holiday-calculation#collapse5053221) is added to the appointment. Please do not request holiday pay for these staff as there is a risk they may be paid twice. A solution is being explored with the HR Systems team to manage this risk of overpayment.

**New holiday pay codes**

There are two new holiday pay codes to be aware of:

* **Holiday pay taken** – this is to be used for variable hours employees and casual workers who are taking a period of accrued leave within a period of employment;
* **Holiday pay in lieu** – for leavers only as holiday can only be paid in lieu if employment is terminating.

**Holiday pay for Casual Examiners**

All casual examiners should be paid via the Exams School Payment system (EAP). If you are paying them outside of this system, please could you let us know by email on [hr.policy@admin.ox.ac.uk](mailto:hr.policy@admin.ox.ac.uk) so that we can explore this issue with the Exam Schools team.

**HR Inductions for new HR staff**

The next in-person HR induction for new HR staff will run on **Wednesday 19 March 2025**. The session will cover how the University is structured, roles and responsibilities of HR and where to go for help on different HR issues. Further details, including additional dates for 2025 and how to book a space, are on the HR Support website [Induction for HR staff | HR Support (ox.ac.uk)](https://hr.web.ox.ac.uk/induction-for-hr-staff).

**Prevent Duty training**

Prevent is one of four strands of the government’s counter-terrorism strategy under which Universities have a duty to ‘have due regard to the need to prevent people from being drawn into terrorism’. For information see [Prevent | Compliance](https://compliance.admin.ox.ac.uk/prevent).

As part of complying with this duty certain University staff are required to undertake appropriate training. The training is relevant to those who have a welfare aspect in their roles and that includes HR roles.

Prevent Duty training is available online through CoSy, and you are reminded to complete this if you have not done so. There is now a **30 minute training** which can be used as a refresher if you have completed the training in the past or if you are limited on time to complete the 1 hour session. For details see: [Training | Compliance](https://compliance.admin.ox.ac.uk/prevent/training):

The University has to provide a report of training completed annually to the Office for Students so training take up is monitored by the Compliance team.

2 **** 4

HR Updates for Staff