



PEOPLE
DEPARTMENT

Trinity term HR Policy briefing

This session will be recorded



Trinity term HR Policy briefing

KATHRYN FAIRHURST JONES
ANITA PATERSON
KATE BUTLER

MAY 2025



PEOPLE
DEPARTMENT

Agenda

Neonatal Care Leave and Pay scheme

OUAPPL – clarifications

General updates

Q&A at end (after recording stops)



PEOPLE
DEPARTMENT

Neonatal Care Leave and Pay

Summary reminder

- New statutory entitlement for parents of **babies born after 6 April 2025** if their baby is admitted to Neonatal Care within the first 28 days following birth
- Available to **both** parents (if they need to provide care)
- Between 1 and 12 weeks paid leave (reflecting the period the parent needed to take away from work to care for the child)
- Supplements other family leave provision
- Enhanced from statutory pay to full pay for University employees
- Only full weeks count:
 - less than 7 full days = no entitlement
 - part-weeks – round down eg 3.6 weeks hospital stay = 3 weeks of leave entitlement
- Available during the first 68 weeks after birth of the child



PEOPLE
DEPARTMENT

Neonatal Care Leave and Pay

Statutory guidance now issued – clarifications

- NCLP can only be taken once maternity or adoption leave is ended (ie added to the end of these)
- If employee has planned statutory paternity or ShPL immediately after the birth, NCLP can be taken at a later date:
 - Notice for a single week of leave is 15 days
 - Notice for 2 weeks or more is 28 days
- But if the employee had planned to take statutory paternity or ShPL at a later date NCLP can be taken immediately (notice requirement is 'as soon as reasonably practicable')

Guidance - <https://hr.admin.ox.ac.uk/neonatal-care-leave-and-pay>

Neonatal Care Leave and Pay

Parents of babies born before 6 April 2025

- Discretion to apply the scheme principles
- But this must be processed as 'special paid leave' and not NCLP
- This is because no statutory pay element is due, or can be claimed so DO NOT use the NCLP payroll form
- No retrospective entitlement.
- NB [Leave for other reasons | HR Support](#):
“Departments may grant additional leave (outside the scope of formal schemes such as family leave, annual leave, etc) in certain circumstances. The University does not attempt to prescribe centrally the amount of additional leave that might be appropriate in each individual case; departments have discretion to authorise such leave according to the circumstances of the individual concerned.”



PEOPLE
DEPARTMENT

Oxford University Additional Paternity/Partner Leave (OUAPPL) - clarifications

Amount of leave available

There is a **limit of 26 weeks full pay family leave**, using any combination of types of family leave (ie mat+shpl, pat+ouappl+shpl)

This applies to **each** parent.

If both parents work for Oxford this can mean up to 38 weeks full pay leave is available in total ie:

26 weeks full pay maternity/adoption leave for the mother/primary adopter, plus

12 weeks full pay statutory paternity leave + OUAPPL for the father or partner.

Plus there may be up further periods of statutory paid or unpaid shared parental leave available.

OUAPPL clarifications

Pattern of leave

- Can be taken as **1 block** or **up to 3 blocks**.
- These blocks are **in addition to any blocks of Statutory Paternity Leave** (either 1 or 2) and any blocks of **Shared Parental Leave** (up to 3).
- There is no KIT scheme but the flexibility of the scheme allows parents the opportunity to work flexibly between periods of leave.
- If an employee wishes to take **less than a full week of OUAPPL**, this counts as a full week of entitlement (ie weeks cannot be split into individual days, in line with other family leave provisions). Exception is those qualifying under transitional arrangements (next slide).

OUAPPL clarifications

Transitional arrangements

- Parents of babies born/children placed before 31 January and where the child arrived less than 12 months ago may qualify for a pro-rata entitlement under transitional arrangements (set out here [OUAPPL | HR Support](#))
- They give 1 day's leave entitlement for each full week before the child's first birthday/anniversary of placement.
 - Eg: baby born 1 September 2024.
 - At 31 January 25 (date of implementation) 30 weeks of first year remain therefore entitlement = 6 weeks for full-time
 - Must be booked and taken before 31 August 2025
- Calculations may result in a **part-week of leave** – e.g. 3.5 weeks
- No rounding is applied, but the maximum of 3 blocks continues to apply. So, e.g. 3.5 weeks could be taken as: 2 x blocks of 1 week, 1 block of 1.5 weeks.
- No retrospective entitlement available outside of the transitional scheme as set out

OUAPPL clarifications

- Leave must be taken within 52 weeks starting with the birth of the child
- The normal **5 day maximum carry over** for untaken **holiday** applies.
- You may need to work closely with staff to ensure that they are able to book and take their holiday as well as any OUAPPL they wish to take.
- If they are unable to take their holiday and OUAPPL then absence must be recorded as holiday (not statutory leave so the statutory exclusion on holiday carry over does not apply)
- No entitlement to carry OUAPPL entitlement beyond the first birthday of the child

OUAPPL clarifications

Purpose of OUAPPL is looking after a child in its first year

Aim – to allow ‘better balance’ between parents

Therefore

- **not available** to fathers/partners **once the child is already in a nursery place**
- But could be used during the ‘settling in’ week, or where a childcare place is part-time (eg 2 days a week)
- If a part-week of leave is taken, this counts as a full week of entitlement. For details see [new section](#) for further information
- It is a personal, non-transferrable leave entitlement, and there is **no option to transfer unused leave to a partner, or be paid in lieu**

Template acknowledgement letter added see [Templates | HR Support](#)



PEOPLE
DEPARTMENT

General updates

End of FTC consultation meetings

- A reminder of the importance of the consultation meeting stage
- Template invite names a date/time (5 days notice) and includes chasers if you haven't had a response.
- Don't amend this to a general 'do you want a meeting' – offer a time and follow up.
- Meeting must be with someone appropriate (typically a line manager)
- This is the individual's key opportunity to find out about redeployment, priority candidacy, sources of support
- Also, it is a genuine opportunity for the individual to put forward any suggestions as to how/why the employment should not be ended.



PEOPLE
DEPARTMENT

General updates

End of FTC consultation meetings

- Only skip this stage if the individual indicates they have a clear plan beyond the contract end date such as:
 - Another job lined up somewhere else
 - Leaving the area
 - Taking a career break/retiring etc

Record discussions [[Record of consultation template](#)]

You need to be able to demonstrate that suggestions put forward by the employee-have been considered by an appropriate decision maker. This may need additional discussions (ie with a decision maker if they are not present at the consultation meeting) and a note of this should be kept.

Pay and Conditions projects update

- **Regular reviews of fixed-term contracts to consider possibility of moving to open-ended externally-funded**
 - Looking at how we could adapt existing processes to introduce a clear, regular review beyond 4 years continuous service
- **Consistent application of family and sickness benefits:**
 - Already consistent **entitlement** to benefits through contractual entitlements
 - Misunderstanding in some areas that contractual benefits cannot continue beyond the end of a contractual/employment relationship
 - Please use local opportunities (eg inductions) to underline that fixed-term employees have access to all benefits of permanent/open-ended staff
 - Confusion about eligibility criteria for family leave: Not required for a contract to be in place for 3 months beyond end of family leave, just to **intend** to return.
- **Reminder:** those who are pregnant, on family leave or who have returned and the child is under 18 months old have priority entitlement to any redeployment opportunities.



PEOPLE
DEPARTMENT

General updates

Ending appointments in PeopleXD

- Guidance being clarified
- Appointment end dates should always reflect end of contract or last day of employment
- This may be different to the last date they were paid (eg variable hours paid the following month)
- Important that the PeopleXD record accurately reflects the contracted/employed period – ie the period in which the University has an employment relationship.
- Payments can be made after appointment end date



PEOPLE
DEPARTMENT

General updates

Sick pay

- When someone on sick pay is in receipt of an allowance (eg on-call rota) this should continue to be paid during sickness absence
- When salary reduces to half pay, half the allowance should be paid

Reminder – holiday pay for regular overtime

- Regular overtime (eg every month or every other month) does not accrue additional holiday (you can't have more than 1FTE entitlement to holiday).
- Instead those who work regular overtime should be receiving the same pay when they are on holiday as when they are at work.
- Therefore, everytime they take leave a calculation of average pay over previous 12 months is needed
- This average pay should be paid for the holiday



PEOPLE
DEPARTMENT

General updates

Horizon 2024 – Marie Skłodowska Curie Fellowships

- New scheme paperwork has new reference to Contracts 'type A or B'
- All our fellowships are Type A
- Type B are not applicable here (some countries require subsistence/non-employee status for fellows)
- Postdoc fellowship template has been updated on the website
- Reminder – all our contractual templates that are password protected used the same 'lemons' password
 - !3m0n\$



PEOPLE
DEPARTMENT

General updates

Updated guidance – Working from home: hybrid and fully remote

New Ways of Working now discontinued

Working from home guidance in light of BAU nature of hybrid and fully remote.

Covers dealing with requests as well as contractual and management issues arising

[Working from home: hybrid and fully remote working | HR Support](#)

EAP – Health Assured, updating to Spectrum.Life

Health Assured being switched off in July – replaced by Spectrum.Life

We updating our website and associated templates over the coming months.

Health Assured webpage offers redirect to new service

HREiR & the Concordat to support the Career Development of Researchers



- Oxford signed in the Concordat in April 2021
- New Concordat Action Plan 2025-30 has been approved by People Committee
- The University will not to seek renewal of the HR Excellence in Research Award (HREiR) because its aims are mirrored in the Concordat Action Plan 2025-30.
- There is no obligation to retain the HREiR Award in order to participate in EC programmes.
 - While the HREiR Award demonstrates that the University is working towards the principles in the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, the University may evidence our work towards these aspirations via our HR policies and the annual reports on the Concordat Action Plan 2025-30.

Actions for departments and faculties



- Note the [Concordat Action Plan 2025–2030 | University of Oxford](#)
- Remove the HREiR logo from all job descriptions and any webpages



PEOPLE
DEPARTMENT

Questions