

School of Mathematical Sciences

Policy on supporting staff returning from a long term absence

SMS recognises the difficulty faced by academic staff returning from periods of long absence. These may be related to maternity leave, paternity leave, other parental leave, caring responsibilities or illness. We recognise that typically the biggest impact of a period of absence is on the member of staff's research performance.

In order to facilitate re-establishing research momentum the Head of School will consider:

- Reduced (or no) admin load for an agreed period (maximum 12 months)
- Reduced (or no) teaching load for an agreed period (maximum 12 months)
- An agreed amount of School support for visiting collaborators

Staff are encouraged to discuss at the earliest opportunity their circumstances with the Head of School. All applications will be considered on a case-by-case basis by the Head of School who, in consultation with the relevant school staff, will assess the impact of the absence on the individual and will agree the details and timing of the support to be provided.

Policy on flexible working for staff with parental and caring responsibilities

The School of Mathematical Sciences strongly supports flexible working and recognises the additional pressures on members of staff with parental and caring responsibilities.

Some needs for flexible working may be met by a more informal approach and there may be no need for a contractual change. Staff with parental and caring responsibilities are encouraged to discuss at the earliest opportunity their circumstances with the Head of School to see if flexible arrangements can be agreed.

However, if needs cannot be met this way, then a request for flexible working will need to be submitted and the formal College procedure will be followed. Any staff member wishing to take this option will be supported throughout the process.

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