

MATERNITY, PATERNITY, ADOPTION, PARENTAL AND SHARED PARENTAL LEAVE

FUNDER INFORMATION ONLY

IMPORTANT: THIS INFORMATION MUST BE CONSIDERED IN CONJUNCTION WITH UNIVERSITY HUMAN RESOURCE POLICY AND GUIDANCE



WELLCOME TRUST





MATERNITY, PATERNITY, PARENTAL AND ADOPTION LEAVE

- WELLCOME WILL NORMALLY ABIDE BY THE TERMS AND CONDITIONS OF YOUR EMPLOYING ORGANISATION FOR MATERNITY, PATERNITY, ADOPTION, SHARED PARENTAL LEAVE AND PAY.
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FUNDER POLICY

- WE WILL SUPPLEMENT YOUR GRANT BY THE ACTUAL COSTS YOUR EMPLOYING ORGANISATION INCURS PAYING YOUR SALARY OR STIPEND WHILE YOU'RE ON LEAVE, LESS ANY RECOVERABLE STATUTORY PAY.
- THESE COSTS WILL BE COVERED IF YOU'RE A:
 - GRANTHOLDER AND WELLCOME FUNDS YOUR SALARY
 - MEMBER OF STAFF ON A WELLCOME GRANT THAT FUNDS YOUR SALARY
- THE COSTS CAN INCLUDE:
 - ANY INCREMENTAL PROGRESSION UP THE SALARY SCALE
 - ANY PAID LEAVE ACCRUED DURING YOUR TIME OFF
 - KEEPING IN TOUCH DAYS
 - OTHER BENEFITS (YOU MUST TELL US WHAT THESE ARE, FOR EXAMPLE CHILDCARE VOUCHERS).

RESEARCH COSTS

WE'LL SUPPLEMENT YOUR GRANT TO CONTRIBUTE TOWARDS YOUR DIRECT RESEARCH COSTS. WE'LL COVER THESE COSTS IF YOU:

- TAKE LEAVE FOR A MONTH OR MORE
- ARE THE GRANT HOLDER AND THE SOLE LEAD OF THE RESEARCH, EVEN IF WELLCOME DOESN'T FUND YOUR SALARY. YOU DON'T HAVE TO ASK US FOR THESE COSTS. WE'LL AUTOMATICALLY GIVE THEM TO YOU WHEN YOU RETURN TO WORK AND WE KNOW HOW LONG YOU'VE BEEN ON LEAVE.

GRANT HOLDER RESPONSIBILITIES

- BEFORE YOU START YOUR LEAVE, CONTACT US TO LET US KNOW THAT YOU OR YOUR MEMBER OF STAFF WILL BE TAKING LEAVE.
- JUST BEFORE YOU RETURN TO WORK, YOUR RESEARCH OFFICE MUST COMPLETE AND SUBMIT A RETURNING FROM LEAVE FORM. IF YOUR GRANT/POST IS FUNDED THROUGH OUR INSTITUTIONAL STRATEGIC SUPPORT FUND, CONTACT US FIRST. DO NOT COMPLETE THE FORM.
- IF YOU OR YOUR MEMBER OF STAFF HAVE TAKEN SHARED PARENTAL LEAVE, YOUR ORGANISATION SHOULD COMPLETE THIS FORM JUST BEFORE YOU RETURN TO WORK FROM YOUR FINAL PERIOD OF SHARED PARENTAL LEAVE.
- WHEN WE RECEIVE THE FORM, WE'LL SUPPLEMENT YOUR GRANT AND WRITE TO LET YOU KNOW THE AMOUNT AND CONFIRM ANY CHANGE TO YOUR GRANT END DATE. YOU DON'T HAVE TO ASK US FOR THE RESEARCH COSTS – WE'LL AUTOMATICALLY SUPPLEMENT YOUR GRANT WHEN WE HAVE THIS INFORMATION.
- YOU MUST TELL US AS SOON AS POSSIBLE IF YOU OR YOUR MEMBER OF STAFF DECIDE NOT TO RETURN TO WORK.

GRANT END DATE

- YOU CAN EXTEND THE END DATE OF YOUR GRANT TO MATCH THE AMOUNT OF LEAVE YOU'VE TAKEN. IF A MEMBER OF STAFF ON YOUR GRANT HAS TAKEN LEAVE, YOU'LL NEED TO JUSTIFY WHY YOU NEED TO EXTEND THE GRANT.
- CONTACT US IF YOU NEED TO TAKE EXTENDED TIME OFF FOR UNPAID PARENTAL LEAVE, AND YOU WANT TO CHANGE YOUR GRANT END DATE.

MORE INFORMATION

- [HTTPS://WELLCOME.ORG/GRANT-FUNDING/GUIDANCE/MATERNITY-PATERNITY-ADOPTION-AND-SHARED-PARENTAL-LEAVE#WHAT-WE-WILL-DO-1207](https://wellcome.org/grant-funding/guidance/maternity-paternity-adoption-and-shared-parental-leave#what-we-will-do-1207)

BRITISH HEART FOUNDATION



MATERNITY, PATERNITY, PARENTAL AND ADOPTION LEAVE

- ALL BHF FELLOWS ARE ENTITLED TO TAKE MATERNITY, PATERNITY, ADOPTION OR PARENTAL LEAVE IN ACCORDANCE WITH THE UNIVERSITY'S TERMS OF EMPLOYMENT.

FUNDER POLICY

- WE EXPECT THE INSTITUTION TO PAY SALARY DURING MATERNITY LEAVE AND, WITH THE EXCEPTION OF PROGRAMME GRANTS WHICH ARE AWARDED FOR FIXED TERMS, WE WILL PUT THE GRANT INTO ABEYANCE FOR THE PERIOD OF LEAVE, AND THEN EXTEND IT BY THE SAME PERIOD UPON THE PERSON'S RETURN TO WORK. HOWEVER, IF THE INSTITUTION WISHES US TO PAY SALARY, LESS STATUTORY MATERNITY PAY, THE GRANT MAY NOT BE EXTENDED.
- WE WILL NEED TO KNOW WHICH IS THE PREFERRED OPTION AND THE EXACT DATES OF THE MATERNITY LEAVE.

RESEARCH COSTS

- WE WILL CONSIDER REQUESTS FOR FELLOWSHIPS TO BE PLACED IN ABEYANCE DURING THE LEAVE OF ABSENCE, AND THE END DATE OF THE GRANT MAY BE EXTENDED FOR THE PERIOD EQUIVALENT TO THE LEAVE TAKEN.
- WE WILL ALSO CONSIDER REQUESTS TO RETAIN SUPPORT STAFF WORKING ON THE GRANT AND ASSOCIATED CONSUMABLES AND AT THE SAME TIME EXTEND THE END DATE OF THE GRANT FOR THE PERIOD OF LEAVE TAKEN BY THE FELLOW. THESE ARRANGEMENTS WILL NEED TO BE DISCUSSED WITH AND APPROVED BY BHF, AND THE FELLOW WILL NEED TO PROVIDE ASSURANCE THAT THERE WILL BE ADEQUATE SUPERVISION FOR SUPPORT STAFF DURING THIS PERIOD.



GRANT HOLDER RESPONSIBILITIES

- ALL LEAVE MUST BE DISCUSSED WITH THE BHF AND APPROVED.
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CHANGE TO GRANT END DATE

- WE WILL PUT THE GRANT INTO ABEYANCE FOR THE PERIOD OF LEAVE, AND THEN EXTEND IT BY THE SAME PERIOD UPON THE PERSON'S RETURN TO WORK. HOWEVER, IF THE INSTITUTION WISHES US TO PAY SALARY, LESS STATUTORY MATERNITY PAY, THE GRANT MAY NOT BE EXTENDED.

MORE INFORMATION

- [HTTPS://WWW.BHF.ORG.UK/FOR-PROFESSIONALS/INFORMATION-FOR-RESEARCHERS/FREQUENTLY-ASKED-QUESTIONS](https://www.bhf.org.uk/for-professionals/information-for-researchers/frequently-asked-questions)

CANCER RESEARCH UK



MATERNITY, PATERNITY, PARENTAL AND ADOPTION LEAVE

- RESEARCHERS FUNDED BY CANCER RESEARCH UK ARE ENTITLED TO TAKE THE FULL PERIOD OF PARENTAL AND OTHER LONG-TERM LEAVE IN ACCORDANCE WITH THEIR HOST INSTITUTION'S STANDARD EMPLOYMENT POLICIES AND PROCEDURES ON THE ISSUE.
- IN ACCORDANCE WITH CANCER RESEARCH UK'S GRANT CONDITIONS, THE HOST INSTITUTION MUST BEAR THE COSTS OF AN EMPLOYED RESEARCH STAFF MEMBER'S PAID PARENTAL OR OTHER LONG-TERM LEAVE.

GRANT END DATE CHANGES

- WHERE A CANCER RESEARCH UK GRANT HOLDER OR OTHER CANCER RESEARCH UK FUNDED RESEARCHER (INCLUDING STUDENTS) TAKES PARENTAL, SICK OR OTHER LONG-TERM LEAVE, CANCER RESEARCH UK WILL CONSIDER, ON A CASE-BY-CASE BASIS, REQUESTS TO EXTEND THE OFFICIAL END DATE OF THE GRANT THROUGH A NO COST EXTENSION FOR THE PERIOD EQUIVALENT TO THE PERIOD OF LEAVE TAKEN.
- CANCER RESEARCH UK MAY SUSPEND THE FELLOWSHIP DURING THE PERIOD OF LEAVE. DURING THIS SUSPENSION PERIOD, NO PAYMENTS WILL BE MADE TO THE HOST INSTITUTION WITH RESPECT TO THAT GRANT. THE OFFICIAL END DATE OF THE GRANT MAY BE EXTENDED THROUGH A NO COST EXTENSION FOR THE PERIOD EQUIVALENT TO THE PERIOD OF LEAVE TAKEN.
- CANCER RESEARCH UK MAY PROVIDE A COSTED GRANT EXTENSION FOR THE FELLOWSHIP UP TO THE PERIOD EQUIVALENT TO THE PERIOD OF LEAVE TAKEN, WHERE THE RESEARCH ACTIVITIES OF THE FELLOWSHIP HAVE CONTINUED DURING THE FELLOW'S PERIOD OF LEAVE.

MORE INFORMATION

- [HTTPS://WWW.CANCERRESEARCHUK.ORG/FUNDING-FOR-RESEARCHERS/APPLYING-FOR-FUNDING/POLICIES-THAT-AFFECT-YOUR-GRANT/FLEXIBLE-RESEARCH-CAREERS-FUNDING-POLICIES#TERMS](https://www.cancerresearchuk.org/funding-for-researchers/applying-for-funding/policies-that-affect-your-grant/flexible-research-careers-funding-policies#terms)

UK RESEARCH AND INNOVATION



MATERNITY, PATERNITY, PARENTAL AND ADOPTION LEAVE

- STAFF, INCLUDING FELLOWS, COSTED AS DIRECTLY INCURRED WILL RECEIVE PARENTAL LEAVE/PAY FROM THEIR RESEARCH ORGANISATION (RO) BASED UPON THEIR RO CONTRACT OF EMPLOYMENT FOR THEIR PARENTAL LEAVE PERIOD

FUNDER POLICY

- THE NET COST THAT WE WILL REIMBURSE TO THE RESEARCH ORGANISATION TO COVER ANY ADDITIONAL NET PARENTAL LEAVE COSTS, AS DEFINED IN THE TERMS AND CONDITIONS, IS THE AMOUNT PAID TO THE INDIVIDUAL LESS THE AMOUNT THE RESEARCH ORGANISATION CAN RECOVER FOR STATUTORY MATERNITY PAY AND STATUTORY ADOPTION PAY FROM HMRC.
- THE RESEARCH ORGANISATION CAN CLAIM FROM US THE NET PARENTAL LEAVE PAY FOR THE DURATION OF THE PERSON'S PARENTAL LEAVE THAT FALLS BEFORE THE ORIGINAL GRANT END DATE, E.G. IF PARENTAL LEAVE BEGINS 2 MONTHS BEFORE THE ORIGINAL GRANT END DATE THEN THE RO CAN CLAIM FOR THE NET PARENTAL LEAVE COSTS FOR THOSE 2 MONTHS.

GRANT END DATE CHANGES

- THE GRANT CAN BE EXTENDED BY THE PERIOD OF TIME TO COVER BOTH THE PARENTAL LEAVE, AND THE REMAINING ADDITIONAL TIME, E.G. 2 MONTHS, TO ENABLE THE GRANT TO BE COMPLETED UNLESS THERE ARE TIME DEPENDENCIES.

MORE INFORMATION

- [HTTPS://WWW.UKRI.ORG/APPLY-FOR-FUNDING/BEFORE-YOU-APPLY/YOUR-RESPONSIBILITIES-IF-YOU-GET-FUNDING/MEETING-UKRI-TERMS-AND-CONDITIONS-FOR-FUNDING/](https://www.ukri.org/apply-for-funding/before-you-apply/your-responsibilities-if-you-get-funding/meeting-ukri-terms-and-conditions-for-funding/)

EUROPEAN RESEARCH COUNCIL



MATERNITY, PATERNITY, PARENTAL AND ADOPTION LEAVE

- THEY WILL PAY THE UNRECOVERABLE AMOUNT.

FUNDER POLICY

- SALARIES AND SOCIAL SECURITY CONTRIBUTIONS PAID DURING PARENTAL LEAVE (EITHER MATERNITY LEAVE OR PARENTAL LEAVE) ARE ELIGIBLE AS PART OF THE BASIC REMUNERATION ONLY IF:
- THEY ARE MANDATORY UNDER NATIONAL LAW, UNDER THE RELEVANT COLLECTIVE LABOUR AGREEMENT (E.G. STATUTORY MATERNITY PAY) OR UNDER THE EMPLOYMENT CONTRACT
- THE BENEFICIARY HAS ACTUALLY INCURRED THEM
- THEY ARE NOT REIMBURSED BY NATIONAL (CENTRAL, REGIONAL OR LOCAL) AUTHORITIES (I.E. ONLY THE NET AMOUNTS PAID BY THE BENEFICIARY ARE ELIGIBLE).

RESEARCH COSTS

- THERE IS NO INCREASE IN BUDGET FOR MATERNITY PAY
- THERE IS ALSO NO REDUCTION IN THE DELIVERABLES EXPECTED
- PIS ARE EXPECTED TO REAPPORTION THEIR BUDGET TO ACCOUNT FOR THE MATERNITY BY VIRING FROM OTHER BUDGET HEADINGS

CHANGES TO GRANT END DATE

- A NO-COST EXTENSION TO THE PROJECT CAN BE REQUESTED IF THEY DO NOT HIRE ANYBODY TO COVER.

ANY QUESTIONS?

THIS IS A GENERAL GUIDE TO MATERNITY, PATERNITY, ADOPTION AND PARENTAL LEAVE.

IF YOU HAVE ANY QUESTIONS REGARDING THIS, PLEASE SPEAK TO THE DPAG RESEARCH GRANTS TEAM OR HR TEAM

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