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

Now that OUAPPL is live and people are using the scheme questions are arising and we have been adding to the guidance and FAQs where there are useful policy clarifications. Recent clarifications include:

HR updates for staff

**Statutory Neonatal Care Leave and Pay**

**Parents of babies born after 6 April 2025** are entitled to additional leave in the event that their baby is admitted to neonatal care for 7 days or more within the first 28 days following birth. The Statutory Neonatal Care Leave and Pay scheme (NCLP) offers between 1 and 12 weeks of leave, depending on the length of care needed by the baby.  It is a **personal** entitlement, which **supplements existing schemes** and **both parents are eligible** if they need to take time away from work to care for the child.  The University will enhance the statutory rate of NCLP so that parents continue to receive their normal full rate of pay, in line with other family leave schemes.

**Guidance** on the scheme, and associated templates, is now available on our website at [Neonatal care leave and pay | HR Support](https://hr.admin.ox.ac.uk/neonatal-care-leave-and-pay).

**Parents of babies born before 6 April 2025** cannot access the formal NCLP scheme as this has a statutory pay element. However, as set out in the guidance on [Leave for other reasons](https://hr.web.ox.ac.uk/leave-for-other-reasons) departments may award discretionary paid or unpaid leave outside of the scope of formal schemes, where they consider appropriate. The principles set out in the NCLP scheme could be used as a framework (eg determining length and pattern of leave, etc) but it is important that any leave granted in this way should be recorded as **special paid or unpaid leave** and **not NCLP.**

* For parents of children born or placed before 31 January 2025 there is no retrospective entitlement.
* 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.  See the [new section](https://hr.web.ox.ac.uk/ouappl#collapse5227771) for further information.
* As OUAPPL is for the purpose of looking after a child in its first year it is **not available to fathers/partners once the child is already in a nursery place**. However, the aim of OUAPPL is to allow a better balance between parents and so the guidance has clarified that during the ‘settling in’ week, or where a childcare place is part-time, OUAPPL could be used but where only a part-week of leave is taken, this counts as a full week of entitlement. For details see [new section](https://hr.web.ox.ac.uk/ouappl#collapse5227911) for further information.
* **Template acknowledgement letter** added see [Templates | HR Support](https://hr.web.ox.ac.uk/templates#collapse1696256)
* OUAPPL is a personal, non-transferrable leave entitlement, which aims to help parents find a better balance. There is **no option for father/partner to transfer unused leave to a partner, or be paid in lieu.**

Full guidance is available at [OUAPPL | HR Support](https://hr.admin.ox.ac.uk/ouappl)

* The **limit on 26 weeks full pay leave,** using any combination of types of family leave, applies to **each** parent. In cases where both parents work for Oxford this may mean that between them they may take up to 38 weeks full pay leave in total ie 26 weeks full pay maternity/adoption leave for the mother/primary adopter, plus 12 weeks full pay paternity leave +OUAPPL for the father or partner. In addition, periods of statutory paid or unpaid shared parental leave might be available.
* OUAPPL 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.
* In cases where an employee wishes to take **less than a full week of OUAPPL**, this counts as a full week of entitlement.
* Calculations of entitlement for those qualifying under the **transitional arrangements** may result in a **part-week of leave** – e.g. 3.5 weeks. In such cases no rounding is required, but the maximum of 3 blocks continues to apply. So, e.g. 3.5 weeks could be taken as 2 blocks of 1 week and a 3rd block of 1.5 weeks.

**Updated guidance on Working from home: hybrid and fully remote working**

The Pay and Conditions review recommendations included that the University “improve the implementation of hybrid working. Specifically: review how the New Ways of Working (NWoW) framework has been implemented across the University to ensure that it is implemented in a fair and transparent manner”.

In response we have fully reviewed and revised the NWoW guidance, which was introduced following the COVID-19 pandemic, and merged this with our pre-existing guidance on Working from Home. This reflects the fact that hybrid working patterns have become BAU arrangements.

The revised guidance [Working from home: hybrid and fully remote working | HR Support](https://hr.web.ox.ac.uk/working-from-home) sits within the Flexible Working suite of guidance. It provides a framework for managers to use in considering requests from employees to work partly or wholly from home and is intended to provide a consistent, and transparent approach that will ensure that requests are considered fairly. It also covers some of the issues arising for managers of hybrid teams.

Please read the revised guidance and bring it to the attention of managers in your departments, particularly when hybrid/fully remote working applications are received. We draw your attention, in particular, to the guidance on [overseas working](https://hr.web.ox.ac.uk/working-from-home) which must be followed in any cases which involve work outside the UK.



**Horizon 2024 – Marie Sklodowska Curie Fellowships**

A new cohort of MSCA Fellowships have been awarded under the Horizon 2024 scheme. These awards are referencing Contracts ‘type A and B’, which has caused confusion. We have clarified with Research Support colleagues that our standard contracts are type A. [For information, type B is a non-employee/subsistence type arrangement required by some countries’ employment regulations but this is not relevant to Oxford.]

The Research Support team advise that all the fellowships so far awarded are postdoctoral fellows and therefore only that template has so far been reviewed and updated. Others will be reviewed as required. You can find the revised template on the [contract templates page.](https://hr.admin.ox.ac.uk/contract-templates#collapse1586706)

Contract templates are password protected but the password for all of them is the same.  Please contact the [hr.policy@admin.ox.ac.uk](mailto:hr.policy@admin.ox.ac.uk) if you don’t have the password.

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**Template Visitor Agreements**

A reminder that visitors need to be provided with an appropriate Visitor Agreement by their host department. Departments may use either the short or long form visitor agreements depending on the length of the visit, what the visitor will be doing whilst at Oxford and the department’s assessment of risk.  To find out more visit out [Visitors](https://hr.admin.ox.ac.uk/visitors#collapse4208066) page.

The Visitor Agreement templates can be found on the [Templates](https://hr.admin.ox.ac.uk/templates#collapse1696171) web page. Some templates are password protected but the password for all of them is the same. Please contact the [hr.policy@admin.ox.ac.uk](mailto:hr.policy@admin.ox.ac.uk) if you don’t have the password.

Policy

**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’. The University’s [Prevent webpage](https://compliance.admin.ox.ac.uk/prevent) explains the duty in more detail.

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 many HR roles. Prevent Duty training is available online through CoSy, and you are reminded to complete this if you have not done so. The 1 hour recorded webinar has now been supplemented by a **30 minute session** 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. The training can be accessed from the [Prevent webpage](https://compliance.admin.ox.ac.uk/prevent/training).

The University has to provide a report of training completed annually to the OfS so training attendance is monitored by the Compliance team: please ensure that you have completed either the full session or a summary refresher within the last year.

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