



General Information

Last updated Sep-13

Experimental Medicine

Factsheet 7

Annual Leave

An annual leave card (available from the HR team) must be completed and signed by your line manager before going on leave. As much notice as possible should be given. The authorized form should be emailed to the HR team, for your file. Please contact your line manager if you require leave for any other reason. Such leave should be discussed with your line manager and the appropriate form completed (available from the HR team) prior to you taking leave or as soon as possible in the case of an emergency. If you are unable to contact your line manager please contact the HR team on (2)21325.

Dress Code

Your line manager will be able to advise you as to the dress requirements for your particular area of work.

Expense Claims

These can be used to claim back: mileage, travel expenses, accommodation costs and any other expenses.

The Expense Claim Form can be downloaded from

www.admin.ox.ac.uk/finance/expenses/guide/42expensesprocedures/

Payment can be by cheque or BACS. Reimbursement can take up to 3 weeks.

It is recommended that the downloaded version is used as it provides guidance as the form is completed. Claims should be sent to the Administration Office, JR Hospital, Level 5 and not to the University Finance office on Hythe Bridge Street in Oxford.

Harassment

The University of Oxford condemns "harassment" as an unacceptable form of behaviour. Harassment may involve physical or verbal harassment, harassment relating to people's sex, disability, race, religion, age, sexual orientation or bullying.

If you have been or are being harassed by anyone, you can contact the following:

HR team hr@rdm.ox.ac.uk
Harassment Advisor Network
harassment.line@admin.ox.ac.uk

Confidential harassment hotline tel. 01865 270760. Further details on dealing with harassment can be found at www.admin.ox.ac.uk/eop/harassmentadvice

Library

Cairns Health Care Library is located on level 3 of the John Radcliffe Hospital. Application forms to become a member are available from the Cairns Library reception.

Staff handbooks

The University of Oxford staff handbook covers the terms and conditions of your employment and code of practice, policies and procedures.

The staff handbook for academic-related staff (applies to all staff in grade 6-10) can be found at

www.admin.ox.ac.uk/personnel/staffinfo/handbookacre/

The staff handbook for support staff (applies to all staff in grades 1-5) can be found at

www.admin.ox.ac.uk/personnel/staffinfo/handbook-support/

Further details of the Oxford University Libraries can be found at www.lib.ox.ac.uk

Payment Request Form

The Payment Request Form can be downloaded from

www.admin.ox.ac.uk/finance/forms/payments



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MEDICINE



Petty Cash

This should be used for small (less than £30), one off purchases.

Purchase Orders and Delivery Notes

Oracle is the University finance system which is used for placing orders, paying invoices, receiving goods, financial reports etc. Only the Administration team currently have access to the system. If you are working in or with a research group or/and a Principle Investigator and will be ordering goods on a regular basis, then you can be added to the Marketplace Ordering System. Please contact a member of the Purchasing team to obtain login credentials. Your order will normally be processed by the end of the next working day, unless the order is urgent in which case please mark it as "urgent" and contact the purchasing team. Delivery notes should be sent to the Experimental Medicine, JR Hospital, Level 5, room 5800.

Severe Weather Guidance

If you are unable to travel to your place of work owing to severe

weather conditions, you should contact your line manager prior to the normal start time, or as soon as possible thereafter. The detailed guidance including the available alternative options to you that must be agreed with your line manager, can be found at

www.admin.ox.ac.uk/personnel/cops/severeweather

Sickness Absence

If you are unable to come to work because of illness, notify your line manager by 10am on the first day of your absence. If you are unable to contact your line manager, leave a message with the HR team in the first instance on 01865 221 325.

Sickness absence forms must be completed, even for half-day absences, and signed by your line manager upon return to work. These forms should be sent to the HR Office. A self-certification sickness absence form can be downloaded from

www.expmedndm.ox.ac.uk/absence

For absences of more than 7 days and you have not yet returned to work your line manager should inform the Business Manager.

A doctor's certificate is required for absences over 7 calendar days. These forms should be forwarded to the HR Office. If you require a Doctors' note for your sickness absence, the doctor's note is renewed as necessary to ensure there are no gaps in your absence. You should not return to work whilst a doctor's note is still valid. If you are feeling better and feel you can return to work before the end of your current doctor's note, a fit note should be obtained from the doctor. It is important that your line manager is kept informed of the status of your absence. If you have any queries or concerns regarding sickness absence contact the HR team.

Travel Insurance

Information about travel insurance can be found at

www.admin.ox.ac.uk/finance/insurance/travel.shtml

The form can be downloaded from the website above and should be sent to Experimental Medicine Division, JR Hospital, Level 5, room 5800 upon completion.

For more information contact

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e-mail: hr@ndm.ox.ac.uk

www.expmedndm.ox.ac.uk/home