



University Mental Health Advisers Network
16-17 Turl Street, 2nd Floor, Oxford, OX1 3DH
Tel: 01865 264170

Family Leave Policy 2018





University Mental Health Advisers Network
16-17 Turl Street, 2nd Floor, Oxford, OX1 3DH
Tel: 01865 264170

Introduction

UMHAN recognises that pregnant members and new parents have statutory rights. This policy details the family leave policy for members of the University Mental Health Advisers Network.

Purpose

This policy explains the charity's maternity, paternity, and adoption leave procedures for UMHAN members with new parental responsibilities. This policy ensures that all members are treated in a fair and consistent manner.

Procedure for Taking Family Leave

A UMHAN member must provide written notice of pregnancy, stating the Expected Week of Child Birth (EWC), and the proposed starting date for family leave. This should be sent to UMHAN's Development and Operations Coordinator at umhan@live.co.uk no later than the 3rd week before the EWC.

UMHAN Members intending to adopt a child should notify UMHAN's Development and Operations Coordinator at umhan@live.co.uk no more than seven days after the day they are notified as being matched with a child (or if that is not possible, as soon after as is reasonably practicable).

If you are a mental health adviser

If you are a mental health adviser, we advise to keep your membership and temporarily swap it with the person who will cover you during family leave. In order to do this, the person covering for you will have to fill in the UMHAN Mental Health Adviser Membership Application - which can be found [here](#).

If at the time of leave your university will have paid for UMHAN membership, the person covering for you will be added to UMHAN at no extra cost. If the membership renewal is



University Mental Health Advisers Network
16-17 Turl Street, 2nd Floor, Oxford, OX1 3DH
Tel: 01865 264170

due at the time of leave, the person covering for you - or the university you work for - will pay the due amount.

You will be kept on the register while on family leave but will be cancelled from all jiscmail forums until your return.

If you are a specialist mentor

If you are a specialist mentor employed by the university we advise to keep your membership and temporarily swap it with the person who will cover you during family leave.

If at the time of leave your university will have paid for UMHAN membership, the person covering for you will be added to UMHAN at no extra cost. If the membership renewal is due at the time of leave, the person covering for you - or the university you work for - will pay the due amount.

If you're self-employed, or employed by an agency, and nobody will be covering for you while you're on family leave we suggest you suspend your membership until your return. Once you're back at work, we will ask you to fill in a renewal form and pay for your fees, once we get confirmation of payment you'll receive all your UMHAN benefits back.

If you had already paid for a full year of membership before going on family leave, we will reimburse you the rightful amount, depending on the exact month in which your leave would start (i.e. if you were to go on leave in June we would refund half the price of the membership).

You will be kept on the register while on family leave but will be cancelled from all jiscmail forums until your return.



University Mental Health Advisers Network
16-17 Turl Street, 2nd Floor, Oxford, OX1 3DH
Tel: 01865 264170

Contact with UMHAN During Family Leave

(a) Reasonable contact is permitted from time to time between UMHAN and a member (for example for updates or to discuss a member's return to the network).

(b) The contact between UMHAN and the member going on leave can be made in any way that best suits both of them.

(c) The employee will be kept informed of any UMHAN updates related to campaigns, fundraising opportunities, and CPD opportunities which arise during leave. The employee is also encouraged to visit the job board and the conference board webpages on the UMHAN website.

CPD & Supervision Requirements while on Leave

From 2018, we have started randomly auditing specialist mentors, and in 2019 we will start auditing mental health advisers too.

We audit in order to ensure that they meet our CPD standards, and if you are on family leave from practice when you are audited, you can write to us and request that your audit be deferred. When you begin practising again, you can re-commence your CPD, and keep a record of it in the CPD & Supervision log forms, ready for when you are audited the next time if you're randomly selected.

Returning to the Network

A member who intends to return to work after the end of the family leave will have to inform UMHAN's Development and Operations Coordinator at least two weeks in advance. The Coordinator will issue a new invoice if needed, send a new UMHAN certificate and re-add the member to the jiscmail forums. At this point all your membership benefits will be reinstated.