

# Policy

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**Title:** ADDITIONAL CARE COSTS FOR PROFESSIONAL DEVELOPMENT

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**Ref:** HR/ER

**Last updated:** 24/05/2013

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The University recognises that its most important single resource is the quality of its employees and it is committed to the development of its people. This policy is to ensure that employees with caring responsibilities are not disadvantaged when undertaking professional development.

The University acknowledges that there are occasions when employees attending development events incur additional care costs to those they already pay. Should it not be possible for employees to make alternative care arrangements at no additional cost, the University will consider reimbursement of reasonable additional care costs on a case by case basis. This policy applies whether or not the development event is in the UK or abroad or internal or external to the University. It is only relevant where additional costs are incurred for providing care for dependants to enable attendance at development events and conferences.

Where agreement has been obtained from the Head of Academic Unit or Professional Service to attend a development event, the scope and extent of any additional costs arising as a result in relation to care should be discussed and agreed in advance as far as is possible. All costs related to this policy need to be agreed with the Head of Academic Unit or Professional Service in advance. Where agreed in advance they will be liable for payment by Faculty/Academic Unit/Professional Service funds.

To reimburse additional cost for childcare the University requires receipt from a registered or approved body such as a nursery, child-minder, after school club or holiday play scheme.

To reimburse additional costs for adult care the University requires receipts from the carer.

Employees are required to complete the University's "Requisition for Payment" form and to provide verification of attendance. These should be submitted to the Head of Academic Unit or Professional Service for approval and payment.

Reviewed February 2012