



Introducing
Benefits +
Childcare +
Lifestyle +
Pensions +
Travel +



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Human resources
Level 11
EC Stoner building
Leeds
LS2 9JT
Tel. 0113 343 4146



UNIVERSITY OF LEEDS

Leeds, United Kingdom
LS2 9JT
Tel. 0113 243 1751
www.leeds.ac.uk

Benefits +

Core benefits

- 25 days paid holiday a year and approximately 15 days statutory holiday (pro-rata for part-time staff)
- Generous maternity, paternity and adoption leave

www.leeds.ac.uk/hr

- Sickness benefits increasing with your length of employment
- Staff review and development scheme

Support

- Human resources
- Health and safety services
- Library
- Sport and physical activity
- Staff centre
- Staff counsellors
- Citizens Advice Bureau - telephone advice service

- Equality service
- Mediation service
- Occupational health service
- University chaplaincy
- Staff and departmental development unit (SDDU)
- The LOGIK centre

Facilities

Library

All staff can use the University's extensive collection of books, videos, DVDs, CDs and other specialist material. Just bring your staff ID card to access any of the library sites. The entire catalogue is on the library website.

w www.leeds.ac.uk/library
t 0113 343 5663
e library@leeds.ac.uk

Sport and physical activity

A wide range of sport, health and fitness facilities are on your doorstep, available for use by all staff. Whether you prefer fitness classes, free campus walks, working out in the gym or want to try a new activity such as climbing, there is something at every level to help keep you fit and healthy. You can pay each time you visit, or join the sports user scheme from as little as £5 per month. Visit the website for more information or pick up an active staff brochure.

w www.leeds.ac.uk/sports
t 0113 343 5080
e sport@leeds.ac.uk

Staff centre

The staff centre is a comfortable place for staff to relax and socialise. Facilities include a plasma TV with Sky, pool table and several clubs including book clubs. Why not bring your lunch to get away from your desk, or pop in to read the paper any time between 9.30am - 5pm, Monday to Friday.

Take a look at the website for news of upcoming events including the popular quiz nights and craft fairs.

Level 10, staff centre
w www.leeds.ac.uk/staffcentre
t 0113 343 4161
e staffcentre@leeds.ac.uk

Support

Human resources

Your local HR manager or officer can offer advice and be a source of support in difficult times. For advice and help with practical HR issues, contact your HR manager or the central HR team.

w www.leeds.ac.uk/hr
t 0113 343 4146
e hr@leeds.ac.uk

Staff counsellors

If you're having emotional or psychological problems, the University's staff counselling team will be happy to help. Your concerns do not have to be related to work and the service is free.

Contact the counselling service by phone and leave your contact details on the answer machine - a counsellor will then return your call as soon as possible to arrange an appointment.

t 0113 343 3694

Citizens Advice Bureau - telephone advice service

A new telephone service gives staff impartial, independent advice on social welfare and legal rights. The service from Leeds Citizens Advice Bureau provides initial advice covering issues such as benefits, debt, housing, immigration, citizenship, tax and legal procedures.

You can speak to a dedicated advisor over the phone or access recorded information for basic advice when the advisor is busy or outside the hours of service.

t 0844 477 5772

Equality service

The equality service is made up of three teams:

- The equality and diversity team provides training and advice to staff on managing equality and diversity issues
- The disability team coordinates academic-related support for disabled students and advises staff about how to support individual disabled students
- The RNIB and University of Leeds Transcription Centre converts printed information such as textbooks into alternative formats (eg braille, large print, e-text) for staff and students at Leeds and other institutions.

The disability team is currently working on ways to improve the practical support offered to disabled staff members.

Ground floor
Social Sciences building
w www.equality.leeds.ac.uk
t 0113 343 3927, t 0113 343 2616 (textphone)
e equality@leeds.ac.uk or disability@leeds.ac.uk

Mediation service

Mediation focuses on the future and rebuilding relationships rather than apportioning blame. The mediators work in pairs to help you find ways to resolve issues and conflict with colleagues, so you can improve your working relationships.

Contact them to find out more about how they can help you.

w www.equality.leeds.ac.uk/mediation-service
t 0113 343 8371
e mediation@leeds.ac.uk

Occupational health service

The occupational health service promotes the health, safety and welfare of employees and can give confidential advice and assistance. If you feel work is affecting your health or a health problem is affecting your work, make an appointment with the occupational health service to discuss your problems.

t 0113 343 2997
University Road

University chaplaincy

The chaplaincy is open for you to meet, pray, share, reflect and ask questions – religious and non-religious alike. The chaplains can support you with guidance, prayer and friendship, and everyone is welcome.

Emmanuel centre
w www.leeds.ac.uk/chaplaincy
t 0113 343 5071
e chaplaincy@leeds.ac.uk

Health and safety services

Health and safety is a main priority around the University. If you need information or guidance on any health and safety topics, or if you've got any concerns, speak to your local health and safety manager or contact health and safety services direct.

w www.leeds.ac.uk/safety
t 0113 343 4201
e safety@leeds.ac.uk

Development

Staff and departmental development unit (SDDU)

SDDU works with faculties, schools and services to provide a comprehensive portfolio of programmes, courses, networks, resources and other support to meet the work-related needs of all University staff, postgraduate research students, schools and services. These aim to develop knowledge and skills in:

- Research
 - Enterprise and knowledge transfer
 - Learning and teaching
 - Leadership, management and organisation development
 - Professional, personal and career development
- There is no charge for University staff or postgraduate research students to attend.

w www.leeds.ac.uk/sddu/index.php
t 0113 343 4012
e sddu@leeds.ac.uk

The LOGIK centre

Rediscover the joy of learning or boost your knowledge and skills with courses from the LOGIK centre.

Courses are open to all staff and recent programmes include Mandarin, web design, Spanish, tai-chi, British Sign Language and much more. Take a look at the website to find out which courses are running now and contact Jo Westerman to register your interest.

Room 10.13, staff centre
Mount Preston Street
w www.logik.leeds.ac.uk
t 0113 343 7786
e logikcentre@leeds.ac.uk

Benefits +

Childcare +

Bright beginnings

The University's own Ofsted registered childcare centre is based on campus and can accommodate up to 75 children aged between three months and five years. The centre also runs a play scheme during school holidays for up to 48 children aged between five and 11.

Car park west
t 0113 343 1818
e brightbeginnings@luu.leeds.ac.uk

Busy Bees

Part of your salary can be exchanged for Busy Bees childcare vouchers to save on tax and national insurance contributions with the UK's largest childcare provider.

w www.busybeesvouchers.com
t 08000 430860

Active8 Leeds sports camps

Sport and physical activity run sports camps on weekdays through school holidays at Easter and in the summer for children aged 4 - 16. The camps start at 9am and run until 4pm (you can drop off from 8am and pick up until 5pm). They are held on campus and at Weetwood and meals are included.

w www.leeds.ac.uk/sports
t 0113 343 7541
e p.m.craig@leeds.ac.uk

Lifestyle +

Leeds Hospital Fund (LHF)

The LHF provides a package of cash healthcare benefits to all University employees, giving assistance towards a wide range of treatments for a small fee. The LHF can provide financial help with the cost of spectacles, dental treatment, specialist consultation and to hospital in-patients. It also operates a convalescent home.

w www.lhfhealthplan.co.uk
t 0113 343 4133

You at Work

A new service giving all staff discounts on a range of well-known names including shopping, travel, financial services and electrical goods is planned. More than 1,500 discounted products and services will be available, and they're all in the same place to make it easy for you. More information will follow soon.

Pensions +

Pension schemes

Staff have the opportunity to join a generous final salary pension scheme, which offers a pension and tax free cash sum on retirement as well as life assurance benefits. Find out more on the human resources pensions website.

w www.leeds.ac.uk/hr/pensions
t 0113 343 4138
e pensions@leeds.ac.uk

Pensions +

You can save national insurance on your pension contributions and help the University save money too - look out for the brochure for more information.

Travel +

Car sharing

Share the cost of petrol and parking by joining the University's car sharing scheme. The service will help you find other people making the same journey as you, and the points you accrue for a parking permit can be combined with up to three other employees to apply for a shared parking permit.

w www.tinyurl.com/27snt2
t 0133 343 5793
e s.hasse@leeds.ac.uk

Cycle2work

Save money, keep fit and avoid parking problems by hiring a brand new bicycle and safety equipment as a tax-free benefit. You can choose your bike and kit from the shop yourself and own it after the 18-month hire period.

w www.leeds.ac.uk/environmental/cycle2work.htm
t 0113 343 5793
e s.hasse@leeds.ac.uk

MetroCard

As a University employee you can buy an annual MetroCard on an easy payment basis, and with a discount of 15%. A bus-only MetroCard is valid on virtually all bus services in West Yorkshire, while a zonal MetroCard is valid on all buses plus rail zones of your choice.

w www.leeds.ac.uk/hr/forms/general/MetroCard.doc
t 0113 343 4146
e s.hasse@leeds.ac.uk

WhizzGo

The University offers pay-as-you-go cars to staff on business through WhizzGo car club. Once registered you can hire a WhizzGo car by the hour, including fuel, insurance, maintenance and RAC cover. Book as far as 12 months ahead or as little as one minute before you need the car.

w www.WhizzGo.co.uk
t 0870 446 6000

Other benefits

You can also enjoy a range of discounts in partnership with external organisations, such as:

- Bodyline Gym – discounted membership
- BUPA – cover towards the costs of medical treatment
- AXA PPP healthcare cover
- Airport parking – reduced prices
- ACE Personal accident insurance
- Local restaurants and entertainment – special offers
- Give as you earn – making charity donations via your salary

Visit www.leeds.ac.uk/hr/benefits to see what benefits you're entitled to.

If you require a copy of this leaflet in an alternative format (eg braille, audio etc.) please email webcomms@leeds.ac.uk

w www.leeds.ac.uk/comms
t 0113 343 4100
Typetalk 0870 240 9598
e webcomms@leeds.ac.uk