

University of St Andrews
Human Resources
Caring Fund Application Process

The University currently operates a number of family friendly initiatives such as the childcare vouchers scheme, Flexible Working and Career Break Policies. However, although these generally afford time to employees who request it, none offer direct financial assistance to cover child minding or other caring expenses associated with attending events, such as conferences or training.

As part of our commitment to employees, the University has established a small fund for the express purpose of supporting employees with child minding or other caring responsibilities associated with attending events as part of their role.

For example, the fund could be used in order to pay for respite care, childminder costs, travel costs of dependants, accommodation costs of dependants, etc. These payments would not be subject to tax and NI contributions. The fund must only be used in relation to supporting the employee's role within the University and the purpose will be to limit the financial impact of having to find alternative caring facilities.

Approval Process

In order to be eligible for this fund, employees will require at least 12 months continuous service, by the event date, and their contract will last not less than 12 months after the event date.

- Caring Fund Form submitted to Human Resources.
- Human Resources responsible for verifying eligibility in relation to length of appointment, length of remaining contract and the number of submissions made in the relevant 12 month rolling period before passing to the Head of School/Unit for approval/rejection.
- Head of School/Unit either confirms or declines request and for either must provide their rationale. Advice can be sought from Human Resources.
- Form passed back to Human Resources within 10 working days of receipt of form from Human Resources.
- Applicant will be notified of the decision by Human Resources.
- Payment will normally be retrospective and subject to acceptance of a valid receipt/invoice submitted via the expenses process. If an advance is requested, please contact Human Resources who will confirm the appropriate process for application. Where an advance is given, a claim should then be submitted retrospectively, within one month, with receipts attached clearly stating that an advance was provided.
- An individual would not normally be permitted to apply more than twice in a rolling twelve month period.
- The maximum amount payable is £500 per application.

The form is attached in Appendix 1 below.

The University reserves the right to withdraw this fund at any time.

If you have any queries, please email humres@st-andrews.ac.uk.

Human Resources
June 2014 (revised September 2014)

**Human Resources
CARING FUND APPLICATION FORM**

Employee Details			
Employee Name			
Job Title			
School/Unit			
Details of Request			
Please note that you must have at least 12 months continuous service by the event date, and your contract must last not less than 12 months after the event date.			
Reason for request including amount being sought:			
Is an advance sought?	Yes/No		
If yes, in which pay month is the advance being sought:			
For an advance, receipts must be submitted no later than a month after the costs have been incurred. Failure to adhere to this may result in the full amount, provided in the advance, being deducted from your salary.			
Employee Signature		Date	
Head of School/Unit Comments			
Do you approve this request?		Yes / No	
Please provide rationale for decision:			
Head of School/Unit Signature		Date	
Official use:			
Total Amount (in £)	£		
Notes			

Please complete this form and return it to Human Resources who, once your eligibility has been verified will forward it to your Head of School/Unit. Please retain a copy of this form for your own records.

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