

Faculty of Engineering Emergency Back-Up Care Scheme (Child or Adult Dependent Care)

The Scheme

The Faculty of Engineering is keen to improve its family friendly initiatives and has listened to the results of the recent staff survey where some staff said they feel that having caring responsibilities has affected their career progression. Consequently, a number of Departments have agreed to fund one free day of emergency back-up care to be used where a member of staff's normal care arrangements have suddenly broken down but they need to attend work for an important meeting. The free day is available for **any** member of staff requiring it over the 12 month pilot period and must be booked through My Family Care. <http://www3.imperial.ac.uk/hr/procedures/family/myfamily>. The pilot will be reviewed after a year to see if the scheme is required.

To be Eligible

You must be a staff member of a participating Faculty of Engineering department and your normal care arrangements have suddenly broken down but you need to attend work for an important meeting/lecture/event etc. Or you are able to work from home but the distraction means that you are unable to concentrate.

THE PROCESS

1

You need to register with My Family Care beforehand. If there are nannies or other carers/nurseries you have used before they can sign up with My Family Care and then the payment can be made to them through this agency rather than directly

2

You must make the payment to My Family Care in the first instance when you book the service required and you will receive a receipt from them immediately.

3

You should submit an expenses claim using the old claim form (rather than via i-expenses) and send to payroll after approval by your Department Operations Manager (DOM)

Tax Information

It has been agreed that (exceptionally) your Department will pay the tax on this expense. When approving the expense claim, the DOM should mark clearly that the sum claimed is to be grossed up and paid through payroll, and indicate the account code to which the overall cost of the service is to be charged.

The process is described in paragraph 16.3.1 in Part 1 of the Expenses Policy.

<http://www3.imperial.ac.uk/finance/sections/accountspayable/expenses/policy>

Please contact Malcolm Aldridge, Financial Controller, if you have any queries in relation to this on ext. 48683 or m.aldridge@imperial.ac.uk