

School of Mathematics, Statistics Physics

Caring Fund Applications

As part of our commitment to diversity and overall departmental culture, the School has established a fund for the purpose of supporting employees with childcare or other caring responsibilities associated with attending events as part of their academic role in the School.

For example, the fund could be used in order to pay for respite care, child minder costs, travel costs of dependents, accommodation costs of dependents, 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 School and the purpose will be to limit the financial impact of having to find alternative caring facilities.

Approval Process

The fund is available to all staff, PhD students and Research Assistants. To apply:

- Complete and submit the carers form to the Chair of the Equality, Diversity & Inclusivity Committee (EDI) (currently Michael White)
- Provide all receipts
- The maximum allowed expense is £400 per person, per year.
- In addition, Personal Research Accounts (PRA) and Staff Travel accounts can be used at applicant discretion (for example, if amount exceeds £400), although receipts must still be provided.

The form is attached below. The School reserves the right to withdraw this fund in response to departmental budget constraints. If you have any queries, please contact the Head of the EDI committee.

Employee Details

Employee Name	
Job Title	

Details of Request

Reason for request, including amount being sought

Employee Signature: _____ Date: _____

Head of EDI Comments

Do you approve this request? Yes/No

Please provide rationale for decision:

Head of EDI Signature: _____ Date: _____

Head of School Signature: _____ Date: _____

Total Amount (in £): _____

Notes: