

TERMS AND CONDITIONS CLINICAL RESEARCH FELLOWS/CLINICAL LECTURERS

HOURS OF WORK

Staff are required to work those hours which are reasonably necessary to properly and effectively fulfil the duties and objectives assigned by the head of Department/Division or nominee, normally not less than 35 hours a week for full time members of staff. Start and finish times are by local arrangement with the immediate manager and may be changed to meet operational requirements with due consultation. Staff will be notified in their contract of employment if they are required to work contractual overtime, on a shift system, on closure days or on Public Holidays.

Working Time Regulations prohibit a compulsory average working week in excess of 48 hours (contractual hours combined with overtime). Staff can agree to work in excess of this and in that case they will be asked to sign an addendum to their contract of employment to confirm that they are doing so voluntarily. If staff wish to opt Clinical Research Fellows are not eligible for overtime payments.

In the event Clinical Research Fellow/Clinical Lecturer wishes to undertake clinical duties (ie; clinics, on-call rota) as part of the post, they need to ensure they have full membership with the General Medical Council (GMC).

ANNUAL LEAVE ENTITLEMENT

The provisions below are the standard allocations for annual leave. All leave is taken by arrangement with the Line Manager in light of the department/divisional/faculty requirements.

Annual leave entitlement is 39 days for full time staff (pro rata for part time staff). This is inclusive of eight days for Public holidays and a total of six days each year when the College is closed over Easter and Christmas.

In some years, because of the day of the week on which Christmas Day falls, a decision may be made to increase the College Closure to seven days. In these circumstances the annual leave entitlement will be increased to 40 days for full time staff (again pro rata for part time staff).

At the beginning of the leave year the College's absence management system, TeamSeer, will automatically allocate the appropriate number of days of Mandatory leave entitlement to staff annual leave calendars to cover the College Closure days and Public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon a College closure day, bank or public holiday during that leave year.

The [College closures and Public holidays](#) are listed on the HR website.

The remaining Holiday Leave entitlement may be taken in accordance with local departmental requirements.

Most staff will not be required to attend work on College Closure days or Public holidays. Where staff are required to work on these days, then their leave may be taken at a later date under normal Holiday Leave provisions. Premium rates for

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working on a College Closure or Public holiday will not be affected by these arrangements and will remain for those grades that are eligible for enhanced payment.

Details of arrangements for booking annual leave are outlined in the core terms and conditions.

PENSION SCHEME

For Clinical Research Fellow staff, the occupational pension scheme is the Universities' Superannuation Scheme (USS). However, staff who are already members of the National Health Service Pension Scheme (NHSPS) may, if they are still eligible, retain their membership in this scheme.

NOTICE PERIODS

Unless stated otherwise in the offer of employment, the written notice to be given by either the member of staff or the College to terminate employment is three months.

Staff on a fixed term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances the notice from the College would be as above.

HONORARY CONTRACT

Staff undertaking any clinical activity are required to hold an appropriate honorary contract with a relevant NHS Trust or Trusts, and are not permitted to carry out any work involving direct contact with patients unless they have a current honorary contract.

CRIMINAL RECORDS DISCLOSURE CHECK

Staff who will have one to one contact with children or other vulnerable groups (the infirm, elderly, mentally ill) will be required to apply for CRB clearance.

Human Resources Division

Revised 31/3/2010

Imperial College London

Addendum to Clinical Research Fellow (CRF) terms and conditions of employment

This addendum is intended to clarify the leave arrangements for employees undertaking CRF posts with service responsibilities at the following Trusts:

**Royal Brompton NHS Trust
Imperial College Healthcare NHS Trust (incorporating St Mary's and Hammersmith Hospitals)
Chelsea and Westminster NHS Trust**

1. Imperial College's annual leave year runs from 1st February to 31st January. Employees are encouraged to take their full annual leave entitlement within the year. However, it is possible to carry over no more than a maximum of 5 days with your Line Managers approval.
2. Employees taking up post part way into the year will receive a pro-rata annual leave entitlement.
3. CRF's annual leave entitlement is 39 days for full time staff (pro-rata for part time staff). This is inclusive of eight days for public holidays and a total of six days each year when the College is closed over Easter and Christmas. In some years, because of the day of the week on which Christmas Day falls, a decision may be made to increase the College Closure to seven days. In these circumstances the annual leave entitlement will be increased to 40 days for full time staff (again pro-rata for part time staff). At the beginning of the leave year staff will be required to allocate the appropriate number of days of their Mandatory leave entitlement to cover the College Closure days and public holidays that fall within that leave year. For part time staff the allocation should cover their normal working days that fall upon a College closure day, bank or public holiday during that leave year.
4. CRFs who have work commitments (either research or NHS service) during the 15 College closure days will be entitled to receive these days back as time in lieu.
5. CRFs may only book their annual leave when they are not scheduled to undertake on-call nights as part of the on-call rota.
6. Annual leave must be requested through and agreed by the Line Manager (e.g. Supervising Consultant). The rota co-ordinator at the relevant Trust must also be informed of any leave requests and 6 weeks notice given for any leave (e.g. study or annual). Leave requests will be granted dependent upon staffing levels and other leave requests.
7. CRF duties encompass both research and NHS service commitments and the contract of employment is for the entire role and employees should not consider that their annual leave is calculated separately.
8. Should employees wish to terminate their employment prior to the end date specified in their contract, 3 months written notice must be provided to Imperial College and the relevant Trust.