

# THE HR TIMES

Department of Veterinary Medicine – April 2020

## Coronavirus (COVID-19)

The Vice Chancellor has sent daily updates to students and staff providing information and support during these unprecedented times. If you have missed any of these, please visit the University website <https://www.cam.ac.uk/coronavirus>

### Mental Health

For support during these exceptional circumstances, please visit

<https://www.wellbeing.admin.cam.ac.uk/wellbeing-advocates/coronavirus-covid-19>  
[https://www.hr.admin.cam.ac.uk/coronavirus\\_wellbeing\\_mentalhealth](https://www.hr.admin.cam.ac.uk/coronavirus_wellbeing_mentalhealth)

### Working from Home

Please let the HR Team know if you are working from home, via [hr.enquiries@vet.cam.ac.uk](mailto:hr.enquiries@vet.cam.ac.uk)

Looking for something to do whilst at home?

- ❖ Why not take the opportunity to do some online training?  
<https://www.ppd.admin.cam.ac.uk/learn-online>
- ❖ Maybe have a look at the new intranet page for “becoming a manager”, with suggestions for online training for new line managers?  
<https://www.ppd.admin.cam.ac.uk/leadership-development/becoming-manager/development-options-new-managers>
- ❖ Or prepare for your next Staff Review & Development?

We will forward you some forms to complete and return. This is to provide assurance that you have what you need to work safely whilst away from the workplace.

Good “working from home” guidance is available at <https://mhfaengland.org/my-whole-self/>



## Holidays

In line with guidance issued by the University, please continue to book your annual leave as normal in order to take time to recuperate and recharge. Annual leave should be spread across the year to ensure that you have regular periods of leave. You are strongly encouraged to take all of your annual leave by the end of the leave year.

Requests to cancel leave already booked will be considered, but only granted in exceptional circumstances to ensure that we have enough staff at work when we are able to return.

## Sickness

If you are unwell, please continue to report this to your line manager who will inform the HR Team at [sickness@vet.cam.ac.uk](mailto:sickness@vet.cam.ac.uk). This applies whether you are in the workplace or working from home. We will email you the self-sickness certificate for you to complete and return. Please make sure you do this as soon as possible so that we have enough information to ensure your salary is correct.

## In March we said Goodbye to

- ❖ Maria Alexandre, JCTS Equine
- ❖ Elinor Jax, Research Associate (will remain in the Department on a Fellowship).

## Current Recruitment

Please see below for the list of current vacancies. **Under the guidance of the University, all recruitment activities are currently on hold.** We will be arranging interviews against roles already advertised, as soon as practicably possible.

- ❖ 24/7 Ward Assistant
- ❖ JCTS in Pig Health Management
- ❖ University Lecturer/Senior Lecturer in Equine Surgery
- ❖ University Lecturer/Senior Lecturer in Equine Medicine
- ❖ Veterinary Nurse – Small Animal Wing.

You can find out more about these roles at <http://www.jobs.cam.ac.uk>

## Department Training

Trans Awareness and Where do you draw the line training, arranged for March, has been postponed. New dates will be arranged as soon as possible.

## Finally.....

Please continue to look out for one another.....WhatsApp and Zoom provide us with the tools to see and speak to colleagues and hold virtual coffee mornings, online book clubs and of course, team meetings! Remember we are socially distanced but not socially isolated. Stay safe.

### HR Centralised Inboxes

[hr.recruitment@vet.cam.ac.uk](mailto:hr.recruitment@vet.cam.ac.uk) – if you would like to advertise a role

[sickness@vet.cam.ac.uk](mailto:sickness@vet.cam.ac.uk) – to notify us of sickness absence in your team

[hr.enquiries@vet.cam.ac.uk](mailto:hr.enquiries@vet.cam.ac.uk) – if you have a general HR query