

[hcm.ans.absence.](#)

What are the policies for absence?

Please find our Absence Policy here

[hcm.ans.absencebalance.](#)

How many leaves I have left?

Your absence balance can be viewed here

[hcm.ans.absencelist.](#)

Where can I view historic absence?

Go to absence and leave here

[hcm.ans.adoption.](#)

What is the adoption policy?

For the primary carer, the pay and leave on offer is the same as maternity pay and leave; while, for the secondary carer, the pay and leave on offer is the same as paternity pay and leave. We also offer up to one week's paid leave to attend essential adoption meetings. Find all about our adoption policy here

[hcm.ans.expenses.](#)

Where can I do expenses?

Expenses can be entered here

[hcm.ans.health.](#)

What are the health policies?

Please find our Health Policy here

[hcm.ans.holiday.](#)

I would like to take holiday?

For vacation absence go here

[hcm.ans.holidaypolicy.](#)

What is my holiday entitlement?

There are a few things to know when planning your days off. Find all about our holiday policy [here](#)

[hcm.ans.insurance.](#)

Who provides our private medical insurance?

The company medical insurance provider is BUPA. You can read more [here](#)

[hcm.ans.jobs.](#)

Where can I find internal job offerings?

Internal job offerings are all published [here](#)

[hcm.ans.leave.](#)

How can I book a leave?

You can book holidays and illness [here](#)

[hcm.ans.maternity.](#)

What is the maternity policy?

When it comes to time off, you can take up to 52 weeks' maternity leave.

When it comes to maternity pay, for eligible colleagues, we enhance the government entitlement so that you get 100% full pay for the first 12 weeks and at least 50% of your pay for weeks 13 to 26. Plus there's a lump sum phased maternity payment (paid in the fourth four-weekly pay after return), regardless of the length of leave taken. This is the other 50% of your pay for the weeks 13 to 26.

In total, we give qualifying colleagues the value of 100% of your basic pay for six months and we're really proud of our maternity policy!

Find all about our maternity policy [here](#)

[hcm.ans.notice.](#)

What is my notice period?

The amount of notice that you need to work depends on your job level and role. Be aware that notice periods are detailed in your contract.

Find more information about this [here](http://www.oracle.com)

[hcm.ans.parental.](#)

What is the shared parental leave?

Because we know it pays to share the workload, this leave is designed to give both partners much more flexibility when it comes to childcare in the first year following birth or adoption. You can each dip into a shared 'pot' of leave; taking it in turns or being off together. So if you're on maternity or adoption leave and want to come back to work sooner, you can because your partner can share your maternity or adoption leave.

Find all about our shared parental leave policy [here](http://www.oracle.com)

[hcm.ans.paternity.](#)

What is the paternity policy?

Partners need time off too, and they can take up to four weeks' leave (six weeks for a multiple birth) to spend time with baby.

When it comes to pay, for eligible colleagues, we enhance the government entitlement so that you get 100% full pay for two weeks (four weeks for a multiple birth) and a further two weeks at 50% of pay.

Find all about our paternity policy [here](http://www.oracle.com)

[hcm.ans.payslip.](#)

How to get my payslip?

You will receive an itemised payslip which you can find [here](http://www.oracle.com)

[hcm.ans.payday.](#)

When is pay day?

Pay dates are published at the start of each new tax year. You will receive an itemised payslip which you can find [here](http://www.oracle.com)

[hcm.ans.payraise.](#)

How can I get a payraise?

Your salary is typically reviewed around beginning of April. Please review [here](http://www.oracle.com)

[hcm.ans.pensionprovider.](#)

What are the pension providers?

Details of all pension schemes and pension providers can be found on My Pension. See [here](http://www.oracle.com)

[hcm.ans.personal.](#)

How can I update my personal data?

All your personal data can be managed [here](http://www.oracle.com)

[hcm.ans.sick.](#)

How do I report sick?

You can report sick [here](http://www.oracle.com)

[hcm.ans.sickpolicy.](#)

What is my sick entitlement?

Eligible colleagues who are unable to attend work because of a medical reason (subject to following our policies) will receive Company Sick Pay (CSP).

You'll receive Statutory Sick Pay if you meet the criteria set by the government.

The amount of Company Sick Pay you are eligible for is dependent upon your contract, years of service and your role within the organisation.

Find more information about this [here](http://www.oracle.com)