

What are the policies for absence?

Please find our Absence Policy [here](http://www.oracle.com)

How many leaves I have left?

Your absence balance can be viewed [here](http://www.oracle.com)

Where can I do expenses?

Expenses can be entered [here](http://www.oracle.com)

I would like to take holiday?

For vacation absence go [here](http://www.oracle.com)

What is my holiday entitlement?

There are a few things to know when planning your days off. Find all about our holiday policy [here](http://www.oracle.com)

How can I book a leave?

You can book holidays and illness [here](http://www.oracle.com)

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](http://www.oracle.com)

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)

How to get my payslip?

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

#### 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)

#### How can I get a payraise?

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

#### How can I update my personal data?

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

#### How do I report sick?

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

#### 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)

#### 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](http://www.oracle.com)