



Staff Counselling and Welfare Service

Useful information for new staff

University Policies - The following policies can be found on the Personnel Services website at www.le.ac.uk/personnel, under Policies Codes and Guidance:

Disability Policy for Staff and Students
Equal Opportunities Policy
Harassment Policy
Sickness Absence for Staff
Staff Welfare Policy
Stress Management Policy

University Procedures - Information on University procedures can be found on the Personnel Services website at www.le.ac.uk/personnel, under Advice, Procedures and Forms.

Information on Freedom of Information Act can be found at: www.foi.gov.uk

Sport and Recreation - Information on sport and recreation can be found at <http://www.le.ac.uk/sports>

Telecommunications - Information can be found at: www.le.ac.uk/estates under Telecommunications.

Security and Car Parking - Information can be found at: www.le.ac.uk/estates/facilities & [services/security](http://www.le.ac.uk/services/security)

Contacts & Sources of Help

Equality Adviser

Chris Sharp ext 2747 cjs47@le.ac.uk

Equal Opportunities 252 3334

Equality Assistant – Michaela Lefley mr20@le.ac.uk

Staff Development 252 5021/5118/5680

Unions:

AUT Academic and Related Staff

Mr Nick James ext:2037 njai1@le.ac.uk

Amicus Technical Staff

Ms Jenny Foxon ext: 3413 j15@le.ac.uk

Amicus Clerical Staff

Mr Scott Herbert ext: 4444 sah42@le.ac.uk

UNISON Manual and Ancillary Staff

Mr John Pridmore ext:3698 jcp16@le.ac.uk

Student Health Service:

Dr Pratima Khunti 0844 815 1105

Student Counselling: 255 2550

Sandra Williams, Administrator bg26@le.ac.uk

Registrar and Secretary:

Mr David Hall ext:2411 registrar@le.ac.uk

The Head of the Academic Office:

Miss Kathy Williams ext:2419 kew6@le.ac.uk

Director of Personnel Services:

Alun Reynolds ext:2410 ar206@le.ac.uk

University Chaplaincy

Tel: 0116 285 6493

www.le.ac.uk/chaplaincy

Heads of School - Details of Heads of School can be found at www.le.ac.uk/personnel, under Policies and Strategies.

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