

Induction FAQ's

How can I get a parking pass?

Each member of staff can apply for a parking permit. Please read through [Staff car parking intranet site](#) and appropriate documentation before applying

How long to I have to complete the induction process?

Each induction process has a time limit of 3 months from date of joining to complete the process and update your HR Connect. All information on your induction activities can be found on the [Induction Intranet Site](#)

What happened if I can't complete the induction process in the timescales?

If you know that you won't meet the deadline contact [Learning & Development](#) to advise and they will work with you to resolve any issues. If Learning & Development are not advised then there is an escalation process in place.

I can't access my mandatory training

If you are having issues with your mandatory training contact [Learning & Development](#) and they will investigate the issue for you.

If your issue is with your online health and safety training email [Health and Safety](#)

If you are experiencing issues with your Data Protection training email [Governance](#)

I am on guaranteed hours do I need to complete all the induction elements

Depending on the hours you work it may be the case that you do not need to complete all the induction elements. In addition if you have worked for Edinburgh Napier for some time and moved to a guaranteed hours, then you may have already completed some mandatory elements. Please discuss this with your line manager and contact [Learning & Development](#) to advise.

How do the holidays work and what about other types of leave

The staff holiday year runs from 1st September - 31st August. The amount of paid annual leave and the number of fixed holidays you are entitled to depends on your staff category and length of service. To find out more information on your holiday entitlement please refer to the [Annual leave and fixed holiday intranet pages](#)

Is there any information about the fitness facilities?

Each member of staff has access to our [EN]gage fitness facilities. To find out more about what's on offer please refer to the [Engage Intranet site](#)

What other training and development exists

Information of all learning opportunities can be found via [HR Connect Self Service](#) and the [Staff Intranet pages](#) along with the [Learning & Development pages](#). If there is anything specific or something you can't locate please contact [Learning & Development](#)

Where can I find HR policies?

You will find a comprehensive list of all of our HR policies and forms on the [HR pages](#). If you have any specific questions or require support please contact [HR services](#) or phone 0131 455 3344 in the first instance

Do we have a staff benefit scheme?

Yes Edinburgh Napier offers a benefit scheme through Premium benefits. You can collect your benefit card from HR, your induction event and any Ipoint. For more information please refer to the [benefit pages](#) on the staff intranet