

Neonatal Care leave

This form is to confirm your notice and entitlement to take neonatal care leave (and pay, where applicable).

Neonatal care leave is designed to assist new parents of babies who are admitted into neonatal care. You can choose to start your leave on any day after your child has received seven days of uninterrupted neonatal care - the seven days are counted from the day after the neonatal care started.

Please see our Neonatal Policy for more information on your entitlement to neonatal care leave and pay, how much leave you can take, when you can start your leave and what to do if you have already started or will be taking another form of statutory leave, such as maternity, adoption, paternity, ordinary parental, parental bereavement or shared parental leave.

Notice During Tier 1 Period	Notice During Tier 2 period
The "tier 1 period" begins when your child starts receiving neonatal care and ends on the seventh day after your child is discharged	The "tier 2 period" is any remaining period (within 68 weeks after your child's date of birth) that is not part of the tier 1 period.
If you take neonatal care leave in the tier 1 period, you can take it in one continuous block or a number of non-continuous blocks of a minimum of one week at a time.	If you take neonatal care leave during the tier 2 period, you must take the leave in one continuous block.
There is no expectation on you to complete this form straightaway while your child is receiving neonatal care. However, we do request that the form is sent to [your line manager/the HR department] within 28 days of the first day of your neonatal care leave, or if this is not possible, as soon as it is reasonably practicable.	If you are taking a single week of neonatal care leave during the tier 2 period, this form should be received by us at least 15 days before the first date that you have chosen for your leave to start, or if this is not possible, as soon as it is reasonably practicable.

Neonatal care leave: notice of entitlement and intention (birth)	
Name of colleague:	
Colleague Number:	
I hereby give notice of my intention and entitlement to take neonatal care leave as well as the required declarations.	
My child was born on:	

My child started receiving neonatal care on:	
My child's neonatal care has continued without interruption:	
My child's neonatal care ended on (if applicable):	
I choose to start and end my neonatal care leave on the following dates (leave in tier 1 may be taken in number of non-continuous blocks of a minimum of one week at a time and leave in tier 2 must be taken in one continuous block)	
I intend to take neonatal care pay on the following dates (if applicable):	
I [satisfy/will satisfy] the following eligibility requirements to take neonatal care leave	
I am the child's parent and at the date of the child's birth [I have/expect to have] responsibility for the child's upbringing OR	
I am the partner of the child's mother and at the date of the child's birth [I have/expect to have] main responsibility for the child's upbringing (apart from the mother)	
AND	
I [am taking/have taken] the leave to care for my child	
I [satisfy/will satisfy] the following eligibility requirements for neonatal care pay (if applicable)	

I [have/will have] 26 weeks' continuous employment by the end of the week immediately before the one in which my neonatal care leave starts OR			
I am entitled to statutory maternity or paternity pay and have 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth			
AND			
I remain in continuous employment from the end of that date (or from the child's date birth if they were born before that date)			
I will immediately inform the society of any changes affecting my entitlement to neonatal care leave and pay.			
Signed:		Date:	

To submit this form via service now please [click here](#)