

NEONATAL CARE LEAVE POLICY

APPROVED BY HHP BOARD:

EFFECTIVE DATE: April 2025



hebridean housing
partnership

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INTRODUCTION

- 1.1 This Policy sets out Neonatal Care Leave and pay entitlements if an employee's child spends at least 7 consecutive days in neonatal care within a set number of days of birth.
- 1.2 Employees on Neonatal Care Leave may be entitled to Neonatal Care Leave, Statutory Neonatal Care Leave or both.
- 1.3 Employees can receive Neonatal Care and Pay Leave in addition to other parental pay and leave entitlements. If the employee is already on maternity leave or adoption leave Neonatal Care Leave must be taken at the end of that entitlement.

AIMS

- 2.1 To provide neonatal leave for members of staff who meet the eligibility criteria and to inform employees of their entitlement to statutory neonatal care rights and to ensure those who qualify understand their rights.

ELIGIBILITY

- 3.1 Employees are eligible for Neonatal Care Leave if their baby is born on or after 6 April 2025 and requires neonatal care for seven days or more.
- 3.2 Eligibility for Neonatal Care Leave and pay is a day one right and can be taken in addition to other leave entitlements.
- 3.3 The employee must be the baby's parent (or adopter or prospective adopter) or partner of the baby's mother (or partner of adopter of prospective adopter) and have caring responsibilities for the baby.
- 3.4 The leave must be used to provide care for the baby and not for any other purpose.
- 3.5 If the employee has more than one baby in neonatal care at the same time, they can only claim Neonatal Care Leave and pay for one of them, up to a maximum of 12 weeks. If the babies are in neonatal care at separate times, the employee will be able to claim for each of them, up to a maximum of 12 weeks.

LEAVE ENTITLEMENT

- 4.1 An eligible employee can take up to 12 weeks of paid leave (one week's leave for every 7 full and continuous days their baby is in neonatal care) to care for babies who are admitted into neonatal care.
- 4.2 Neonatal care is the name given to care for newborn babies which starts in the first 28 days after birth. This may be for:
 - Hospital care
 - Medical care after leaving hospital – this must be under a consultant and include ongoing visits or checks arranged by the hospital where the baby was treated
 - Palliative or end of life care.
- 4.3 The leave must be taken within 68 weeks (just under 16 month's) of the baby's birth date.
- 4.4 While the baby is in neonatal care, or up to a week after leaving, leave can be taken in separate blocks of at least one week at a time.

4.5 After this, leave must be taken in a single continuous block.

Maternity Leave or Adoption Leave

4.6 If the employee is already on Statutory Maternity Leave or Statutory Adoption Leave, the Neonatal Care Leave must be taken after the maternity leave or adoption leave is finished.

Shared Parental Leave or Statutory Paternity Leave

4.7 Neonatal Care Leave can be taken:

- before the start of Statutory Paternity Leave or Shared Parental Leave; or
- between blocks of Shared Parental Leave that was booked before the baby started neonatal care.

4.8 If Neonatal Care Leave and Pay are taken at least one week after the baby leaves neonatal cares, this must be taken in a single block. This can be before or after Shared Parental Leave or Statutory Parental Leave.

PAY ENTITLEMENT

5.1 Statutory Neonatal Care pay or £187.18 per week or 90% of average weekly earnings, whichever is lower, however under this policy those who are eligible for Neonatal Care Leave will be entitled to

- a) The first 6 weeks -full pay
- b) the second six weeks-90% of full pay.

EMPLOYMENT RIGHTS DURING AND AFTER LEAVE

6.1 During neonatal care leave, employees retain all contractual terms (other than remuneration). Upon returning from leave, employees have the right to return to their previous job or a suitable alternative role if their job becomes redundant during the leave period

NOTICE REQUIREMENTS

7.1 Employees must inform their Manager as soon as possible if they need to take neonatal care leave.

7.2 The notice period you will depend on whether you are taking leave:

- while the baby is in neonatal care, or up to a week after leaving (this is sometimes called Tier 1)
- more than a week after the baby has left neonatal care (this is sometimes called Tier 2).

We understand that it may be difficult to comply with notice periods, however, where possible we would ask that the following notice is provided:

- For tier 1 leave we require 15 days' notice for each period of absence.
- For tier 2 leave we require 28 days' notice.

7.3 As an Employer we will respond to leave requests promptly and explore other options with employees if necessary.

CANCELLING LEAVE

- 8.1 An employee can cancel leave which falls under the category of tier 2 leave. They should provide 15 days' notice for one weeks leave and 28 days notices for longer periods of leave.

MONITORING AND REVIEW OF POLICY

- 9.1 We will review this policy every 3 years. More frequent reviews will be considered if, for example, there is a need to respond to new legislation/policy guidance.

INTERPRETATIONS & ABBREVIATIONS

The following interpretation and abbreviations are used in this policy:

WORD	INTERPRETATION
<i>HHP or Partnership</i>	Hebridean Housing Partnership
<i>Board</i>	Means the Board of the Hebridean Housing Partnership
<i>Board Members</i>	All Members of the Board including co-opted Members
<i>Neonatal Care</i>	Care given to newborn babies within 28 days of their birth

All references to the masculine gender in this policy shall read as equally applicable to the feminine gender



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