

Neonatal Care (Leave and Pay) Policy

Version No: 2

Document Summary:

The purpose of this document is to provide guidance to employees regarding Neonatal Care (Leave and Pay) and to give direction to staff and managers on the application process.

Document status	Approved	
Document type	Policy	Trust wide
Document number	Document Control will provide document number if a new document	
Approving body	People Performance Council	
Date approved	09/07/2025	
Date implemented	09/07/2025	
Review date	*3 years from approval date 09/07/2027	
Accountable Director	Director of Human Resources	
Policy Author	HR Advisor	
Target audience	All staff	

The intranet version of this document is the only version that is maintained. Any printed copies should therefore be viewed as “uncontrolled,” as they may not contain the latest updates and amendments.

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Document Control

Section 1 – Document Information	
Title	Neonatal Care (Leave and Pay) Policy
Directorate	Workforce
Brief Description of amendments	
New document implemented in line with the Neonatal Care (Leave and Pay) Act 2023	
Does the document follow the Trust agreed format?	Yes
Are all mandatory headings complete?	Yes
Does the document outline clearly the monitoring compliance and performance management?	Yes
Equality Analysis completed?	Yes
Data Protection Impact Analysis completed?	Yes

Section 2 – Consultation Information*			
*Please remember to consult with all services provided by the Trust, including Community & Primary Care			
Consultation Completed		☒ Trust wide ☐ Local ☐ Specific staff group	
Consultation start date	16/07/2025	Consultation end date	30/07/2025

Section 3 – Version Control		
Version	Date Approved	Brief Summary of Changes
	Click here to enter a date.	Lead Employer appendix added on additional responsibilities
	Click here to enter a date.	
	Click here to enter a date.	
	Click here to enter a date.	

Section 4 – Approval – <i>To be completed by Document Control</i>			
Document approved		☐ Approved ☐ Approved with minor amendments	
Assurance provided by author & Chair		☐ Minutes of meeting ☐ E-mail with Chair's approval	
Date approved	Click here to enter a date.	Review date	Click here to enter a date.

Section 5 – Withdrawal – <i>To be completed by Document Control</i>	
Reason for withdrawal	☐ No longer required ☐ Superseded
Assurance provided by author & Chair	☐ Minutes of meeting ☐ E-mail with Chair's approval
Date Withdrawn:	Click here to enter a date.

Quick Reference Guide

To provide guidance to employees on Neonatal care (Leave and Pay) and to give direction to staff and managers on the application process.

Neonatal Care Leave

- **Duration:** Minimum of 1 week and maximum of 12 weeks, in addition to existing parental leave entitlements.
- **Eligibility:** Day one right, no minimum service period required.
- **Leave:** Leave can be taken in week-long increments for each uninterrupted week the baby receives neonatal care. Please refer to Tier 1 and Tier 2 explanations below.
- **Period:** Must be taken within a 68-week period of baby's birth or placement in cases of adoption.

Eligibility for Neonatal Care Leave

- **Birth Date:** Baby (ies) born on or after 6th April 2025.
- **Care Duration:** Baby must receive medical or palliative neonatal care for at least 7 consecutive days within the first 28 days after birth. The maximum entitlement for neonatal care leave remains at 12 weeks, regardless of the number of babies, and the leave cannot be claimed twice for babies receiving care at the same time.
- **Types of Care:**
 - Medical care in hospital.
 - Medical care following discharge, under consultant direction.
 - Palliative or end-of-life care, which may take place in the home.

Neonatal Care Pay

- **The Statutory Rate:** Neonatal Care Pay is paid at a statutory flat rate per week or 90% of average weekly earnings, if this is less. These rates are set by the government.

Eligibility for Neonatal Pay:

- 26 weeks of service with the current employer by the end of the relevant week. (The relevant week is the 15th week before the week in which the baby is due (approximately the 25th week of pregnancy) or the week matched with a child in adoption cases)
- Average gross weekly earnings must be at least equal to the lower earnings limit for National Insurance (NI) purposes.

Tier 1 Period Leave

- **Duration:** From the start of neonatal care up to a week post-discharge.
- **Blocks:** Can be taken in non-continuous blocks of at least 1 week, up to 12 weeks.
- **Notice for Leave:** Before the first day of absence or as soon as reasonably practicable.
- **Notice for Pay:** Within 28 days from the first day of leave or as soon as reasonably practicable.
- **Notice Format:** Does not need to be in writing.

Tier 2 Period Leave

- **Duration:** After Tier 1 period ends, taken in one continuous block.

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- **End Date:** 68 weeks after the child's birth/placement (in cases of adoption)
- **Notice for Leave and Pay:**
 - Single week: Written notice at least 15 days before the first day of leave.
 - Two or more weeks: Written notice at least 28 days before the first day of leave.
- **Mutual Agreement:** Employers and employees can agree to waive notice requirements.

A Flow Chart for the application process for Neonatal Care (Leave and Pay) appears at Appendix 4. Flow Charts for eligibility for Neonatal Care Leave appears at Appendix 6 and Neonatal Care Pay appears at Appendix 7.

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1. Scope

This policy applies to all staff across the Trust.

2. Introduction

The Neonatal Care (Leave and Pay) Act 2023 came into force on 6th April 2025. This Act provides additional leave and pay for eligible parents of babies born on or after 6th April 2025, who require neonatal care, with a right to extend their leave by up to 12 weeks’.

The Act provides eligible parents with dedicated time to care for their newborn babies during a challenging period, without impacting their existing parental leave entitlements.

3. Statement of Intent

This policy aims to inform employees of their right to request a period of neonatal care leave and pay when their baby requires neonatal care. This leave and or pay is in addition to existing parental leave/pay entitlements namely: adoption, maternity, paternity, shared parental, parental leave, parental bereavement leave and pregnancy/baby loss.

If your baby requires neonatal care, please tell a manager or HR if you do not feel comfortable informing your manager.

You may also wish to consider visiting the Wellbeing Hub (see: [SOTH Intranet](#) / [MWL Intranet](#) or [Lead Employer - MWL | Welcome to your Wellbeing Hub](#)) for further advice and support.

4. Definitions

Term/Abbreviation	Definition/meaning
Electronic Staff Record (ESR)	The Trusts HR and Payroll system which holds the individuals record.
Neonatal Care	This refers to care of a medical or palliative nature but for the purpose of this policy this care must last for at least 7 consecutive days within the first 28 days of birth.
Neonatal Care Leave Tier 1	The period when the baby is receiving neonatal care and up to a 7 days after neonatal care has ended (e.g. been discharged).
Neonatal Care Leave Tier 2	The period of leave that is taken more than a week after the baby has left neonatal care (e.g. been discharged) (e.g. after the Tier 1 leave). This leave can be taken at any time up to 68 weeks after the child’s date of birth or placement (in cases of adoption).

5. Duties, Accountabilities and Responsibilities

5.1 Chief Executive

The ultimate responsibility in the area of performance and legislative adherence lies with the Chief Executive.

5.2 Board of Directors

The Board are responsible for ensuring that the policy is being adhered to, both collectively and by the management and staff in their area of responsibility.

5.3 Chief People Officer

The Chief People Officer is responsible for ensuring this policy is fair and transparent and adheres to any relevant employment legislation.

5.4 Managers

The manager has a responsibility to ensure that the employee is aware of the options available to them if their baby needs neonatal care, and the process for applying for leave and pay. The manager must also ensure the leave is accurately recorded on ESR/eRoster. It is also the Manager's responsibility to liaise with Human Resources where needed and to signpost to other appropriate support mechanisms for example Health Work and Wellbeing.

5.5 Employee

To be entitled to this leave/pay, employees must inform their manager or HR of their situation so that the appropriate processes can be followed.

5.6 Human Resources Staff and Management

It is the responsibility of the Human Resources Department to provide advice and support to managers and individuals on this policy. HR professionals must also ensure this policy adheres to any relevant employment legislation.

5.7 Health Work and Wellbeing

The HWWB team should ensure that employees are supported in an appropriate and timely manner.

5.8 People Performance Council

The monitoring of the impact of the policy will be delegated to the People Performance Council and the auditing to the HR Management Team, however the Chief People Officer and People Performance Council will highlight any areas of significant shortfall identified to the Board.

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5.9 Lead Employer only

For more information relating to specific roles and responsibilities for LE employees please refer to Appendix 11

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6. What this policy offers

6.1 Who is eligible for Neonatal Leave and Pay

An employee may be eligible if they are taking leave and pay to care for the baby and they are also either:

- the baby's parent (biological, adoptive or of a child born to a surrogate) and have caring responsibility for the baby,
- the partner of the baby's mother, with shared caring responsibilities

If the employee or their partner is an adoptive parent, an employee may be eligible for leave and pay if they are taking the leave to care for the child and either of the following apply:

- the child has been placed with them for adoption (or they've been approved for adoption)
- they are the partner of the adopter and have shared caring responsibilities

If the employee had the child with the help of a surrogate, an employee is eligible if they both:

- have responsibility for the upbringing of the child
- apply for a parental order within 6 months of the child's birth

An employee will be eligible for neonatal leave and/or neonatal pay if they comply with the criteria set out within this policy.

6.2 Meaning of Neonatal Care

'Neonatal care' is the name given to care for newborn babies which starts in the first 28 days after birth. This may be for:

1. Any medical care received in hospital, which includes specialist care during transportation to a second hospital which may be to a specialist baby unit.
2. Medical care received elsewhere following discharge from an inpatient stay in hospital. The care must be under the direction of a consultant and includes ongoing monitoring and visits to the child by healthcare professionals (this does not include routine checks by midwives or health visitors, and it only applies to care the baby receives).
3. Palliative or end of life care.

6.3 Neonatal Care Leave Eligibility and Entitlement

6.3.1 Eligibility

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An employee is eligible for Neonatal Care Leave if they or their partner (see 6.1) have a baby that needs neonatal care, that care started no later than 28 days following the child birth, and the child was born on or after the 6th April 2025. An employee qualifies for Neonatal Leave on day one of starting their employment.

6.3.2 Entitlement

An employee is entitled to a week of neonatal leave for each uninterrupted period of 7 days that their baby/babies are receiving neonatal care. The maximum amount of neonatal leave an employee is entitled to is 12 weeks only.

The first qualifying period of 7 days begins the day after the day the baby/babies first receive neonatal care (i.e. – days 2-8 of neonatal care).

For example:

If a child is in neonatal care for 4 weeks, an employee will qualify for 4 weeks of neonatal leave.

If a child is in neonatal care for 18 weeks the maximum amount of pay and leave an employee will be entitled to is 12 weeks.

If a child is in neonatal care for 1 week, then at home for 2 weeks, and then goes back into neonatal care for 5 weeks, the employee will be entitled to 6 weeks of leave (*this is because all the neonatal care started within the first 28 days of the babies birth/match date in cases of adoption*).

This entitlement is in addition to any adoption/maternity/paternity/shared parental leave they are entitled too. Further information regarding family leave and pay can be found in the New Parent Support Policy.

Each parent accrues the neonatal care leave, so it is possible for two parents to take the leave and receive pay providing they meet eligibility criteria.

Any entitlement to Neonatal Leave Pay is subject to eligibility criteria detailed below.

6.3.3 When Neonatal Leave can be taken

Neonatal care leave cannot be taken during the first 8 days the baby is in neonatal care.

There are two categories of statutory neonatal care leave depending on when the employee takes the leave, they are Tier 1 period leave and tier 2 period leave:

- Tier 1 leave is the period the baby is initially receiving neonatal care (starting within 28 days from birth), and will most likely apply to the partner of the parent who have given birth/the primary adopter (who will usually be on their Maternity or Adoption Leave).
- Tier 2 leave refers to the period of leave taken 7 days after the baby has left neonatal care. For employees on adoption/maternity leave, this would be after

those leave periods have ended. Fuller explanations for tier 1 and tier 2 leave can be found at Appendix 6.

Employees who qualify for and take a period of Maternity or Adoption leave/pay will take their neonatal leave after their Maternity or Adoption leave has ended, this is because Maternity and Adoption leave/pay will be triggered by the birth or placement of the baby and cannot be paused and restarted.

Employees who qualify for other types of statutory leave (for example shared parental leave and paternity leave) can choose when they take neonatal care leave (subject to notification requirements) providing it is within the first 68 weeks of the baby's birth/placement (in cases of adoption). Note: Paternity leave, like maternity leave cannot be paused and re-started. It must be taken as one week or two weeks.

Employees must take neonatal leave within the first 68 weeks of the baby's birth/placement (in cases of adoption).

Example scenarios are available at Appendix 5.

Employees who wish to take Neonatal Care Leave/Pay should notify the Trust using the application form at Appendix 2.

Employees who qualify for Neonatal Care Leave but do not meet the eligibility criteria to receive pay are still able to take neonatal care leave (which will be unpaid).

6.3.4 Multiple Births

For parents of multiple births where babies require neonatal care, the maximum entitlement for neonatal care leave remains at 12 weeks, regardless of the number of babies in neonatal care, and the leave cannot be claimed twice for babies receiving care simultaneously.

However, employees will accrue neonatal care leave in respect of all children which receive neonatal care for 7 days or more, when they receive neonatal care at different times (still subject to a total maximum of 12 weeks).

For example:

Baby 1 and 2 starts neonatal care at birth for 14 days (2 weeks), at which point baby 1 is discharged. Baby 2 remains in hospital for 7 days (1 week) and is discharged. At 6 weeks baby 1 returns to hospital for 2 weeks. In total the parents will be eligible for 5 weeks of neonatal leave.

6.4 Neonatal Care Leave Pay Eligibility and Entitlement

6.4.1 Eligibility

To be eligible for Neonatal Care Leave Pay the following criteria must be met:

- The employee must have parental responsibility for the child as set out in 6.1,
- The baby must be receiving neonatal care as set out in 6.2,

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- The employee qualifies for Neonatal Care Leave as set out in 6.3,

and the employee meets the following criteria:

- Has 26 weeks or more of service with the Trust by the end of the relevant qualifying week. (The relevant week is the 15th week before the week in which the baby is due (approximately the 25th week of pregnancy) or the week matched with a child in adoption cases).
- Be employed by the Trust up to the date of birth of the baby/babies or the placement with a child in adoption cases.
- Have average weekly earnings above the lower earnings limit for the payment of National Insurance contributions and are still employed by the trust at the time they claim the leave/pay.

6.4.2 Entitlement

For the duration of the neonatal leave, subject to meeting the eligibility criteria above, employees will receive standard rate of Statutory Neonatal Care Pay (SNCP) or 90% of the employee's average weekly earnings if lower.

6.5 Notification process for Neonatal Leave/Pay

To apply for Neonatal Care Leave and Pay employees must complete the application form at Appendix 2 and email it to:

- **MWL Employment Services** (employment.services@merseywestlancs.nhs.uk),

Include any confirmation of neonatal care issued by the hospital (if your hospital has issued you with a certificate, not all hospitals will issue this).

For those employed by the Lead Employer this form should be completed via the link below:

[Lead Employer - MWL | Forms](#)

There are different notification periods depending on which tier of leave is taken:

6.5.1 Tier 1 Notification

Notice period for leave - We expect that most notifications will be on email/text or phone call to a line manager and a suitable timeframe will be agreed on a case-by-case basis for the submission of paperwork, but this would reasonably be expected within 7 days of notification.

Notice period for pay - Notice must be given within 28 days from the first day of leave in which the period relates to or if this is not possible, notice should be given as soon as reasonably practicable.

Note – Tier 1 notice does not need to be in writing.

6.5.2 Tier 2 Notification

Notice period for leave and pay

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- For a single week of leave and pay, written notice at least 15 days before the first day of neonatal care leave.
- For a period of two or more weeks of leave and pay, written notice at least 28 days' notice before the first day of leave in which the period it relates to.

A letter/medical certificate from a health care professional must be included with completed applications confirming the date the baby was admitted to neonatal care and the duration of the care.

Other hospital's may have their own systems and process to provide employees with a certificate which confirms the birth of their new baby/babies, and the dates spent in neonatal care, this will be acceptable for an application for Neonatal Care Leave and Pay. However, if required please use the confirmation of Neonatal Care Form at Appendix 3.

Neonatal Care Leave should be recorded on roster/ESR using the relevant code.

6.6 Returning to Work

Employees who extend maternity/adoption/shared parental leave with neonatal care leave retain their rights to return to work to the same position and retain the same rights as if returning from maternity/adoption/shared parental leave.

6.7 Pension

Please refer to the New Parent Support Leave and Pay Policy section 6.7.1 for further information on pensions.

6.8 Supporting someone who's baby/babies are receiving Neonatal Care

We understand that neonatal care can be a stressful and an upsetting time for many families and individuals and the Trust is here to support. If you, or someone you know needs support please gently signpost them to raise the matter with HR or HWWB. The offer of support extends for the lifetime of an employee, and it is understood that some employees may wish to access support at the time, and some may wish to access it long after returning to work and both are encouraged.

You may also wish to consider visiting the Wellbeing Hub (see: [SOTH Intranet](#) / [STHK Intranet](#)) for further advice and support, contact details available at Appendix 10.

If you need advice on this policy, please call or email your HR Contact, details can be found at Appendix 9 or see: [SOTH Intranet](#) / [STHK Intranet](#).

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7. Training

What aspect/s of this policy will require staff training?	Which staff groups require this training?	Is this training covered in the Trust's Statutory & Mandatory Training Policy?	If no, how will the training be delivered ?	Who will deliver the training?	How often will staff require training	Who will ensure and monitor that staff have this training
Overview of the policy	HR and Line Managers/Supervisors, Trade Unions	No	Yes	HR Staff	When there is a legal update	Line Management

8. Monitoring Compliance

8.1 Key Performance Indicators (KPIs) of the Policy

No	Key Performance Indicators (KPIs) Expected Outcomes
1.	Numbers of applications received

8.2 Performance Management of the Policy

Minimum Requirement to be Monitored	Lead(s)	Tool	Frequency	Reporting Arrangements	Lead(s) for acting on Recommendations
Use of the policy	People professionals Equality Diversity and Inclusion, Health Work and Wellbeing	Equality demographics band, staff groups	Annually	ESR breakdown and reports	Head of HR Operations

9. References/Bibliography/Relevant Legislation/National Guidelines

No	Reference
1.	Neonatal Care (Leave and Pay) Act 2023

10. Related Trust Documents

No	Related Document
1.	New Parent Support Leave and Pay Policy

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2.	Special Leave Policy
3.	Pregnancy Loss Policy

11. Equality Analysis Screening Tool

The EIA screening must be carried out on all policies, procedures, organisational changes, service changes, cost improvement programmes and transformation projects at the earliest stage in the planning process. Where the screening identifies that a full EIA needs to be completed, please use the full EIA template.

The completed EIA screening form must be attached to all procedural documents prior to their submission to the appropriate approving body. A separate copy of the assessment must be forwarded to the Head of Patient Inclusion and Experience for monitoring purposes via the following email, patientedi@sthk.nhs.uk. If the assessment is related to workforce a copy should be sent to the workforce Head of Equality, Diversity, and Inclusion for workforce equality&diversity@sthk.nhs.uk.

If this screening assessment indicates that discrimination could potentially be introduced then seek advice from either the Head of Patient Inclusion and Experience or Head of Equality, Diversity (Workforce) and Inclusion.

A full equality impact assessment must be considered on any cost improvement schemes, organisational changes or service changes that could have an impact on patients or staff.

Title of function	Neonatal Care Leave and Pay Policy
Brief description of function to be assessed	Application of Neonatal Care Leave and Pay Policy
Date of assessment	24/03/2025
Lead Executive Director	Malise Szpakowska
Name of assessor	Claire Lyon
Job title of assessor	HR Advisor

Equality, Diversity & Inclusion

Does the policy/proposal:

- 1) Have the potential to or will in practice, discriminate against equality groups
- 2) Promote equality of opportunity, or foster good relations between equality groups?
- 3) Where there is potential unlawful discrimination, is this justifiable?

	Negative Impact	Positive Impact	Justification/ evidence and data source
Age	No	Yes	Yes, this policy positively effects children.
Disability	No	Yes	Premature babies are more likely to require neonatal care, and this policy supports parents in these circumstances.
Gender reassignment	No	Yes	Yes, this policy is designed to be equally accessible for Trans men and women.
Pregnancy or maternity	No	Yes	This is a new policy supporting legislative changes that effect maternity.
Race	No	No	
Religion or belief	No	No	
Sex	No	Yes	This policy supports new parents of either gender or sex
Sexual orientation	No	Yes	This policy offers equal protection to different family types

Human Rights

Is the policy/proposal infringing on the Human Rights of individuals or groups?

	Negative Impact	Positive Impact	Justification/ evidence and data source
Right to life	No	No	
Right to be free from inhumane or degrading treatment	No	No	
Right to Liberty/security	No	No	
Right to privacy/family life, home, and correspondence	No	Yes	Extension of types of family friendly leave
Right to freedom of Thought/conscience	No	No	
Right to Freedom of expression	No	No	
Right to a fair trial	No	No	

Health Inequalities

Is the policy/proposal addressing health inequalities and are there potential or actual negative impact on health inequality groups, or positive impacts? Where there are potential unlawful impacts is this justifiable.

	Negative Impact	Positive Impact	Justification/ evidence and data source
Deprived Populations	No	No	
Inclusion health groups	No	No	

5 child clinical areas	No	No	
5 adult clinical areas	No	No	

Outcome

After completing all of the above sections, please review the responses and consider the outcome.

Is a full EIA required?	Yes ☐ No ☒ Please include rationale:
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Sign off

Name of approving manager	Kelly Stephenson
Job title of approving manager	Head of HR Governance
Date approved	1 4 2025

12. Data Protection Impact Assessment Screening Tool

If you answer **YES** or **UNSURE** to any of the questions below a full Data Protection Impact Assessment will need to be completed in line with Trust policy.

	Yes	No	Unsure	Comments - Document initial comments on the issue and the privacy impacts or clarification why it is not an issue
Is the information about individuals likely to raise privacy concerns or expectations e.g., health records, criminal records or other information people would consider particularly private?	X			Staff are asked to provide a letter/certificate from a healthcare professional in relation to this policy.
Will the procedural document lead to the collection of new information about individuals?	X			Staff are asked to provide information about the birth of their baby/babies
Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?		X		
Will the implementation of the procedural document require you to contact individuals in ways which they may find intrusive?		X		It is for the impacted individual to reach out for support.
Will the information about individuals be disclosed to organisations or people who have not previously had routine access to the information?		X		
Does the procedural document involve you using new technology which might be perceived as being intrusive? e.g., biometrics or facial recognition		X		
Will the procedural document result in you making decisions or taking action against individuals in ways which can have a significant impact on them?		X		
Will the implementation of the procedural document compel individuals to provide information about themselves?	X			Yes, staff member will be required to complete an application form and provide a letter/certificate from a medical professional.

Sign off if no requirement to continue with Data Protection Impact Assessment:

Confirmation that the responses to the above questions are all NO and therefore there is no requirement to continue with the Data Protection Impact Assessment

Policy author

Date

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13. Appendix 1 – Useful Links

Organisation	Summary	Link
Bliss	Charity which provides support for babies born premature or sick, and their families.	Web Link
Carer's Trust	Charity supporting carers	Web Link
Carers UK	Charity supporting carers	Web Link
Family Hub: Halton	Halton Council's family services directory	Web Link
Family Hub: Knowsley	Knowsley Council's family services directory	Web Link
Family Hub: Sefton	Sefton Council's family services directory	Web Link
Family Hub: St Helens	St Helen's Council's family services directory	Web Link
Family Hub: West Lancs	West Lancashire Council family support directory	Web Link
IncuBabies	Charity supporting the Neonatal Unit at Wirral Women and Children's Hospital	Web Link
Koala North West	Charity supporting families and children	Web Link
Neonatal Care Leave Guide	Government (Gov.UK) advice for employees	Web Link
NHS Terms and Conditions of Service Handbook	Sections 15 T&C to neonatal leave for NHS employees	Web Link
NHS: Connect NW	Specialist Neonatal Transport Team in the NW	Web Link
NHS: Countess of Chester	Neonatal services information at the Countess of Chester Hospital	Web Link
NHS: Ill and Premature Babies	Advice and signposting on NHS website	Web Link
NHS: is your baby seriously ill?	Advice and signposting on NHS website	Web Link
NHS: Liverpool Women's Neonatal Care	Neonatal services information at the Liverpool Women's Hospital.	Web Link
NHS: Mersey & West Lancs Hospitals: Ormskirk	Neonatal services information at Ormskirk Hospital	Web Link
NHS: Mersey & West Lancs Hospitals: Whiston	Neonatal services information at Whiston Hospital	Web Link
NHS: Premature Labour	Advice and signposting on NHS website	Web Link
NHS: Warrington & Halton Hospitals	Neonatal services information at Warrington Hospital.	Web Link
NHS: Wirral Women and Children's Hospital	Neonatal services information at Arrow Park Hospital	Web Link
Rainbow Trust	Charity which supports siblings of a child in neonatal care/who are seriously ill	Web Link
Spoons: Neonatal Family Support	Greater Manchester based charity supporting neonatal families.	Web Link
Tommy's	Charity which provides information and support for parents through pregnancy and early parenthood.	Web Link

14. Appendix 2 – Neonatal Care Leave and Pay Application Form



**Mersey and West Lancashire
Teaching Hospitals**
NHS Trust

APPLICATION FORM - Neonatal Care Leave and Pay

This form along with confirmation of your baby/babies receiving neonatal care should be submitted via email to the Employment Services, Human Resources Department (employment.services@merseywestlancs.nhs.uk), please see notification requirements within the policy.

You are **advised to discuss** any queries regarding this leave/pay with your designated HR Advisor.

Personal Details

Name (Mr/Mrs/Miss/Ms/Dr)

Assignment Number (*found on the top left corner of your payslip*)

Address

Postcode **Home Telephone**

Employment Details

Job Title: **Band/Grade:**

Division (circle as appropriate)

Surgical / Medical / Clinical Support Services and Community / Women and Children / Corporate Services

Department **Ext. No.**

Base: (please indicate as appropriate)

Whiston Hospital/St Helens Hospital/ Newton Hospital/Jubilee Court/Knowsley Community College/Community sites/Southport General Hospital/Ormskirk Hospital

Contract Type: Fixed-term Temporary / Permanent

If on a fixed term temporary contract state end date:

Contracted hours per week

Date of commencement of employment with this Trust

Line Manager **Ext. No**

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If you have worked for the Trust for less than 26 weeks give name and dates of previous employment.....

From To

Please complete the following application form

Neonatal Leave Application

Baby/Babies date of birth:

In adoption cases please provide date of placement.....

Please state how many weeks of neonatal care leave you intend to take and the dates you intend to take this:

Amount.....

From..... To.....

Confirmation of neonatal care Attached? YES / NO

Leave is being taken to care for the baby/babies? YES / NO

You are eligible to take leave? YES / NO

Please note: you must submit a neonatal care confirmation document with this application form. Failure to do so could result in your application not being approved which may affect your salary.

15. Appendix 3 – Neonatal Care Confirmation Form

Neonatal Care Confirmation Form

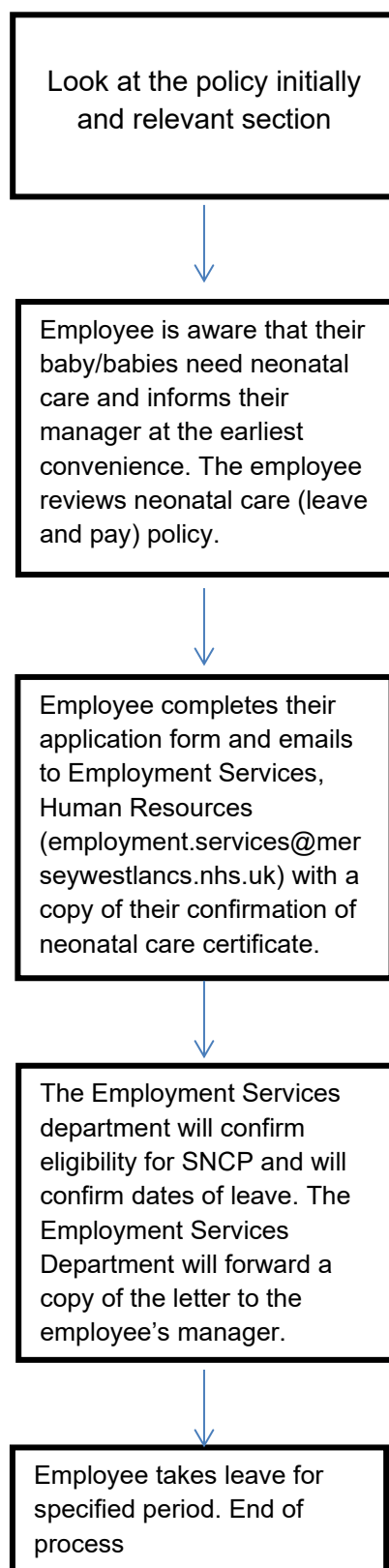
We are aware hospitals may have their own systems /processes to provide you with a certificate which confirms the birth of your new baby/babies, and the dates spent in neonatal care, this will be acceptable for your application for neo-natal care leave and pay.

However, if required you can use this completed form as confirmation when submitting your application.

Please send completed forms along with the neonatal care leave and pay application form to employment.services@merseywestlancs.nhs.uk

Parent(s) Name:	
Parent(s) Address:	
Parent(s) Date of Birth:	
Baby/Babies Name:	
Baby/Babies Date of Birth:	
Date admitted to Neonatal Care:	
Date Discharged from Neonatal Care:	
Healthcare Professional Name:	
Healthcare Professional Signature:	
Date:	

16. Appendix 4 – Process/Application Flow Chart



17. Appendix 5 – Scenarios

17.1 Scenario One – Neonatal Leave and Maternity Leave

- Employee starts 52 weeks maternity leave on 7th April 2025
- Baby is born on 14th April 2025 and receives neonatal care for 6 weeks from 16th April 2025
- Employee remains on maternity leave as cannot be stopped and started.
- Maternity leave ends on 6th April 2026 and 6 weeks neonatal care leave starts on 7th April 2026. Employee takes 58 weeks' leave in total.

17.2 Scenario Two – Neonatal Leave and Paternity Leave

- Baby is born on 28th April 2025 and employee starts 2 weeks' paternity leave from 28th April 2025
- Baby receives neonatal care for 1 week from 30th April 2025
- Paternity leave ends on 11th May 2025
- 1 week of neonatal care leave starts on 12th May 2025
- Employee takes 3 weeks in total.

17.3 Scenario Three – Neonatal Leave and Adoption

- Employee starts 52 weeks adoption leave on 7th April 2025
- Baby is born on, and placed for adoption with the employee, on 14th April 2025 and receives neonatal care for 6 weeks from 16th April 2025
- Employee remains on adoption leave as cannot be stopped.
- Adoption leave ends on 6th April 2026 and 6 weeks neonatal care leave starts on 7th April 2026
- Employee takes 58 weeks' leave in total.

17.4 Scenario Four – Neonatal leave and Twins

- The twins are born on 28th April 2025 and employee starts 2 weeks' paternity leave from 28th April 2025
- Baby 1 receives neonatal care for 1 week from 30th April 2025
- Baby 2 receives neonatal care for a further 2 weeks (3 weeks in total) from 30 April 2025
- Paternity leave ends on 11th May 2025
- 3 weeks of neonatal care leave starts on 12th May 2025
- Employee takes 5 weeks in total.

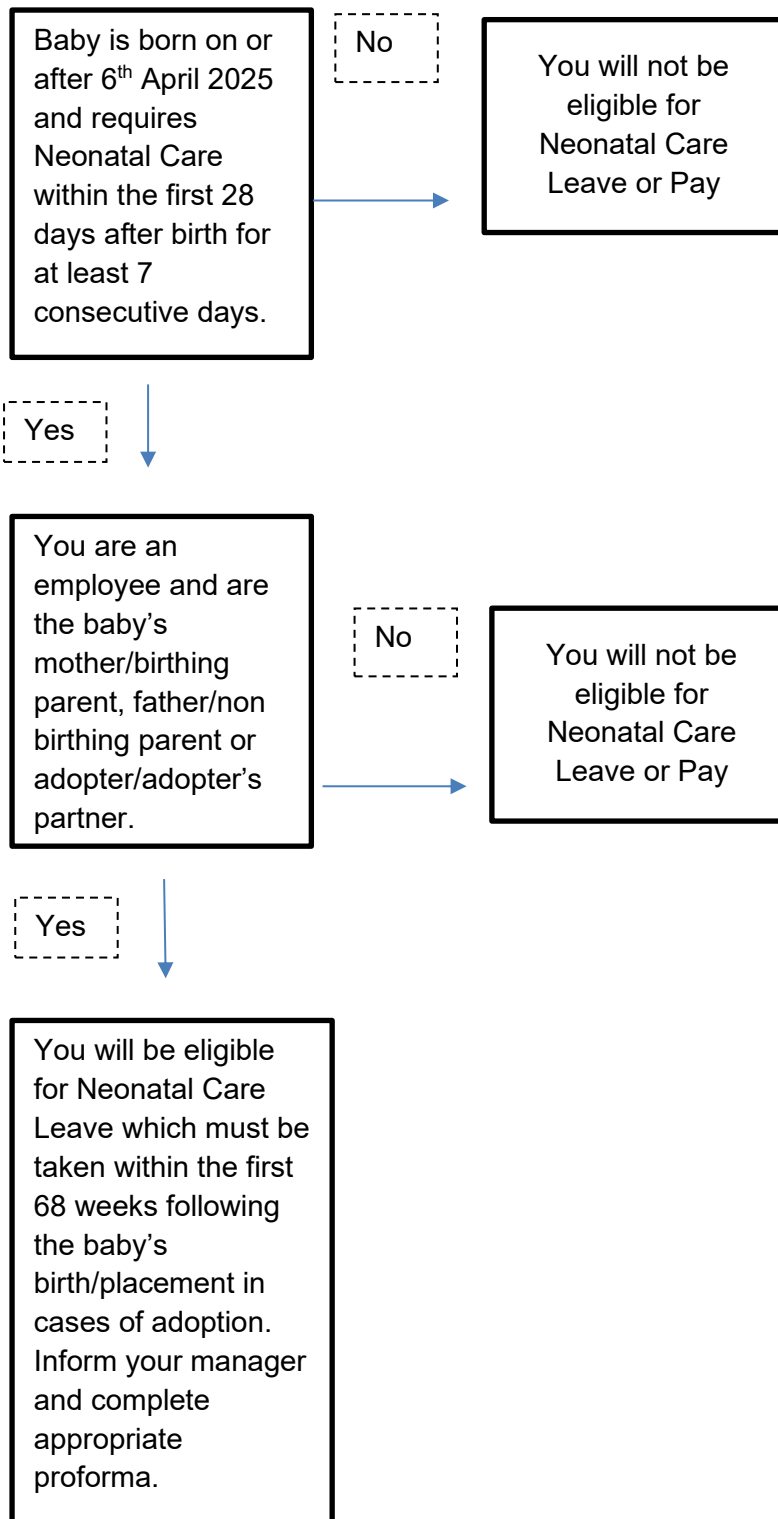
17.5 Scenario Five – Neonatal Leave and Shared Parental Leave

- Baby is born on 7th April 2025
- Baby receives neonatal care for 4 weeks from 8th April 2025
- Mother previously curtailed her maternity leave which ends on 27th April 2025 and provided notice of shared parental leave.
- Shared parental leave starts 28th April 2025 and lasts for 10 weeks.

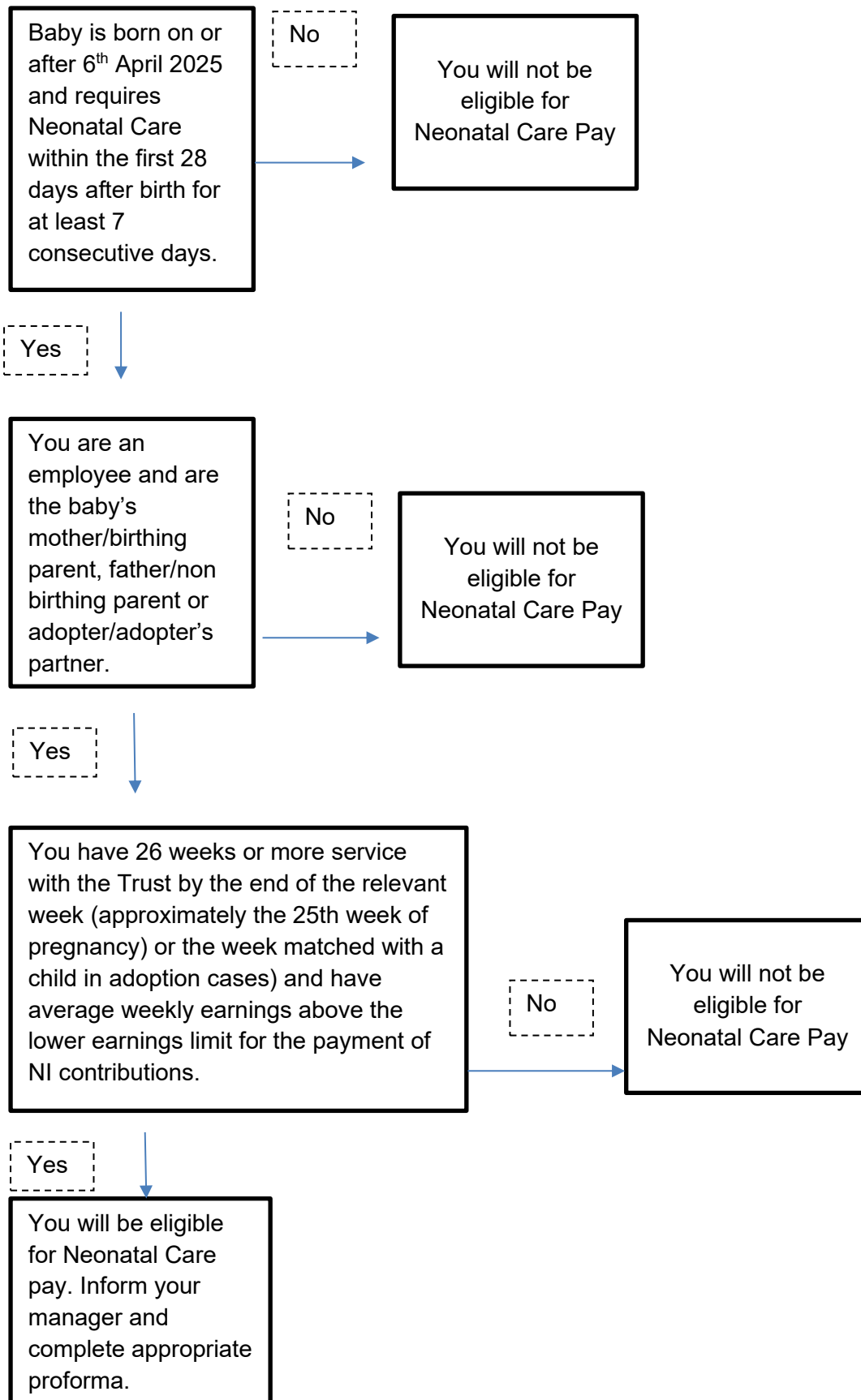
- After 10 weeks, employee can: return to work, take a further period of shared parental leave, or take neonatal care leave.

If starting another type of family leave whilst on neonatal care leave this will end immediately, and the remaining entitlement can be taken once the other leave has finished.

18. Appendix 6 – Neonatal Care Leave Eligibility Flow Chart



19. Appendix 7 – Neonatal Care Pay Eligibility Flow Chart



20. Appendix 8 - Tier 1 and Tier 2 Leave

There are two categories of statutory neonatal care leave depending on when the employee takes the leave, they are tier 1 period leave and tier 2 period leave.

20.1 Tier 1

Tier 1 leave refers to the leave taken whilst your baby is undergoing neo-natal care. This period of leave can begin when the baby starts receiving neonatal care and up to a week post discharge.

You can take this leave before you start Statutory Paternity leave or Shared Parental leave. If for example you are on Paternity leave when your baby is admitted to hospital, you will need to take neo-natal leave either directly after your Paternity leave or at a later date, which will mean it will be classed as tier 2 leave. If you take this period of leave when your baby is admitted to neonatal care it ends on the seventh day after the day the baby stops receiving neonatal care.

Tier 1 leave can be taken in non-continuous blocks of a minimum of one week at a time and up to 12 weeks. If you're using your leave and pay at least one week after your baby leaves neonatal care, you must take it all in a single block.

Note – we are aware that tier 1 notice cannot be in writing in advance of the leave being taken.

20.2 Tier 2

This applies to leave taken after your maternity/adoption/shared parental leave ends. This period of leave must be taken in one continuous block.

For example, if your baby is in neo-natal care for the first four weeks of their life, this period of leave can be taken at the end of the maternity/adoption or shared parental leave. This will mean that your leave is in effect extended by 4 weeks.

The entitlement to this leave ends 68 weeks after the child's birth/placement (in cases of adoption), therefore allowing the individual who qualifies for this leave to return to work, and then make the decision to arrange further time off with their baby (as long as they are within that 68 week window) and in this example it would be for a further 4 weeks.

21. Appendix 9 – HR Contacts

21.1 Corporate

Job Role	Name	Email	Telephone
Head of HR Operations	Kayleigh Errington	Kayleigh.Errington@MerseyWestLancs.nhs.uk	0151 676 5355
Senior HRBP (Absence)	Alison McCann	Alison.McCann@MerseyWestLancs.nhs.uk	0151 676 5344
HRBP	Anita Peters	Anita.Peters@MerseyWestLancs.nhs.uk	01744 647088
HRA	Simona Stasinske	Simona.Stasinke@MerseyWestLancs.nhs.uk	0151 430 1649

21.2 Community and Clinical Support & Temporary Contracts

Job Role	Name	Email	Telephone
Head of HR Operations	Jessica White	Jessica.White@MerseyWestLancs.nhs.uk	0151 676 5331
HRBP	Diana Lewis	Diana.Lewis@MerseyWestLancs.nhs.uk	0151 430 1456
HRBP	Katy Whitehead	Katy.Whitehead@MerseyWestLancs.nhs.uk	0151 430 4765
HRA	Claire Lyon	Claire.Lyon2@MerseyWestLancs.nhs.uk	0151 290 4329
HRA	Laura Scregg	Laura.Scregg@MerseyWestLancs.nhs.uk	0151 290 4767
HRA	Linda Bennett	Linda.Bennett2@MerseyWestLancs.nhs.uk	0151 676 5338
AHRA	Andrew Ashworth	Andrew.Ashworth@MerseyWestLancs.nhs.uk	0151 676 5269

21.3 Lead Employer

- Help Desk: Call: 0151478777 or Email: Lead.Employer@merseywestlancs.nhs.uk

Further contact information for Lead Employer is available [here](#).

21.4 Medical Workforce

Job Role	Name	Email	Telephone
Head of Medical Workforce	Andrea Padgeon	Andrea.Padgeon@MerseyWestLancs.nhs.uk	0151 676 5398
HRBP (Case Work)	Colette Hunt	Colette.Hunt@MerseyWestLancs.nhs.uk	0151 430 2279

Job Role	Name	Email	Telephone
AHRBP (Case Work)	Michelle Duckworth	Michelle.Duckworth@MerseyWestLancs.nhs.uk	0151 430 1033
HRA	Hayley Metcalfe	hayley.metcalfe@merseywestlancs.nhs.uk	0151 290 4865

21.5 Medicine and Urgent Care

Job Role	Name	Email	Telephone
Head of HR Operations	Rachel Reeves	Rachel.Reeves@MerseyWestLancs.nhs.uk	0151 676 5300
HRBP	Andrea Morris	Andrea.Morris2@MerseyWestLancs.nhs.uk	01695 656560
HRBP	Amy Chowdhury	Amy.Chowdhury@MerseyWestLancs.nhs.uk	0151 430 1232
HRA	Sophie Ellis	sophie.ellis2@MerseyWestLancs.nhs.uk	0151 430 1483
HRA	Christiana Agbetunsin	christiana.agbetunsin@MerseyWestLancs.nhs.uk	01695 656620
AHRA	Cameron McCall	cameron.mccall@MerseyWestLancs.nhs.uk	0151 676 5270

21.6 Surgery

Job Role	Name	Email	Telephone
Head of HR Operations	Kayleigh Errington	Kayleigh.Errington@MerseyWestLancs.nhs.uk	0151 676 5355
HRBP	Sandra Cole	Sandra.Cole@MerseyWestLancs.nhs.uk	0151 676 5432
HRBP	Trevor Jarman	Trevor.Jarman@MerseyWestLancs.nhs.uk	01744 647099
HRA	Julie Crosby	Julie.Crosby@MerseyWestLancs.nhs.uk	0151 430 1603
HRA	Gemma Griffiths	Gemma.Griffiths@MerseyWestLancs.nhs.uk	01695 656466
AHRA	Aimee Turner	Aimee.Turner@MerseyWestLancs.nhs.uk	0151 676 5339

21.7 Women's and Children's

Job Role	Name	Email	Telephone
Head of HR Operations	Rachel Reeves	Rachel.Reeves@MerseyWestLancs.nhs.uk	0151 676 5300
Senior HRBP (Policies):	Dawn Steer	dawn.steer2@merseywestlancs.nhs.uk	0151 676 5340
HRBP	Leanne Williams	Leanne.Williams2@MerseyWestLancs.nhs.uk	0151 430 1008
HRA	Amanda Lankstead	Amanda.Lankstead2@MerseyWestLancs.nhs.uk	01695 656621

This list will be updated periodically, however you can access current contact details (see: [SOTH Intranet](#) / [STHK Intranet](#))

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22. Appendix 10 – Health Work and Wellbeing

The Trust has the following support available to you: Employee Assistance Programme (EAP) which provides a 24-hour confidential helpline which you may wish to use.

The EAP, Vita Health Group, can be accessed via www.my-eap.com (use access code: STHKWELL) or via phone 0800 111 6387 or 0300 131 2067.

You may also wish to access the Wellbeing Hub who can be contacted on telephone number: 0151 430 1985 or Email wellbeing.referrals@merseywestlancs.nhs.uk.

There is also more information available on the Intranet, see: [SOTH Intranet](#) / [STHK Intranet](#)

Appendix 11 - Roles and Responsibilities for Lead Employer Employees

Host Managers

N.B For the purposes of this policy the term 'Host Manager' will be applied to the designated individual within the Host Organisation who is allocated responsibility for the management of Colleagues in training, for example Clinical Supervisor, Practice Manager or Medical HR, to be determined via local policy and processes.

The Host Organisation has a responsibility to ensure that the colleague in training can take Neonatal leave as their entitlement.

Colleagues in training

It is the responsibility of the colleague in training to inform the Lead employer and their Host Organisation as soon as reasonably practicable and no later than 28 days before the intended start date of Maternity/Shared Parental Leave/Adoption/Paternity/New Parent Support leave that they wish to take this leave. It is also the responsibility of the colleague in training to ensure that the relevant documentation as outlined below is submitted to the Lead Employer Human Resources Department to process in line with the timescales set out below.

To be entitled to this leave/pay, employees must inform their Host manager and Lead Employer HR of their situation via the online form [here](#), so that the appropriate processes can be followed.

Lead Employer Human Resources

It is the responsibility of the Lead Employer Human Resources Department to confirm to the colleague in training their eligibility for Neonatal Leave and Pay.

Human Resources must also inform the Payroll Department of any leave that is to be taken by colleagues in training so that their pay can be calculated in a timely manner.

The Lead Employer HR has the responsibility for liaising with Host Organisations and NHSE with regards to applications for neonatal leave and pay received.

Lead Employer Payroll Services

It is the responsibility of the Lead Employer Payroll Team to confirm to the colleague in training details of the amount of pay that will be received during the Neonatal leave period.

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