

# NORTH VIEW Housing Association

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*North View is a registered Scottish charity – charity registration number SC032963*

## POLICY

### NEONATAL CARE LEAVE AND PAY

Passed:-	25/06/2025	Review Date:-	May 2030
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All North View policies and publications can be made available on CD/data-to-voice, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us at [enquiries@nvha.org.uk](mailto:enquiries@nvha.org.uk)

#### 1.0 Introduction

- 1.1 Employees are entitled to neonatal care leave (if they meet the eligibility criteria) for a baby born on or after 6<sup>th</sup> April 2025 and the baby has received medical or palliative neonatal care for at least 7 consecutive days within the first 28 days after birth.
- 1.2 North View understands that if an employee is considering the use of this policy they will be going through a difficult and stressful period and is committed to supporting its employees to both be able to be with their baby and look after their own wellbeing throughout this period.

#### 2.0 Purpose of the Policy

- 2.1 This policy sets out the North View's response to entitlement that was introduced through the Neonatal Care (Leave and Pay) Act 2023 and came into effect on 6<sup>th</sup> April 2025.

#### 3.0 Definition

- 3.1 Neonatal care means:
  - medical care received in hospital;
  - medical care received in any other place where:
    - the baby was an inpatient in hospital and the care is received upon the baby leaving the hospital;
    - the care is under the direction of a consultant;
    - the care included ongoing monitoring by, and visits to the baby from, a healthcare professional arranged by the hospital where the baby is the inpatient;
  - palliative or end of life care.

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29A Stravanan Road, Castlemilk, GLASGOW G45 9LY

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#### 4.0 Eligibility

##### **Neonatal Care Leave**

- 4.1 An employee will have the right to neonatal care leave if they meet the following criteria:

- at the date of birth they are the baby's parent, intended parent (under a surrogacy arrangement) or the partner of the baby's mother;
- at the date of birth, they are the baby's adopter or prospective adopter or the partner of the adopter or prospective adopter (including children adopted from overseas);
- have or expect to have the responsibility for the upbringing of the child.
- take the leave to care for the baby who has received neonatal care.

##### **Neonatal Care Pay**

- 4.2 Employees with 26 weeks continuous service by the end of the relevant week, who earn above the lower earnings limit and who are entitled to neonatal care leave are also entitled to statutory neonatal care pay. The rate for statutory neonatal care pay is set by the government and reviewed annually in April.
- 4.3 The relevant week is deemed to be:
- for births; the week preceding the 15<sup>th</sup> week before the expected week of childbirth;
  - for adoption; the week in which the adopter is notified of being matched with the baby;
  - for any other cases; the week immediately before the week in which the neonatal care starts.

#### 5.0 Leave Entitlement

- 5.1 If an employee meets the eligibility criteria detailed in this policy, they have the right to one week of neonatal care leave for every week their baby is in neonatal care, up to a maximum of 12 weeks. An employee can take one week's leave for every uninterrupted week that the baby is receiving neonatal care.
- 5.2 Neonatal care leave must be taken within 68 weeks of the baby's birth.
- 5.3 Neonatal care leave and pay is additional to statutory rights for other types of family leave such as maternity, adoption, paternity and shared parental leave.

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5.4 Where 2 or more babies from the same pregnancy require neonatal care, the following points apply:

- if the babies receive neonatal care at the same time the leave will accrue once;
- if the babies receive neonatal care at different times the leave accrues for each baby;
- the number of weeks leave available remains at a maximum of 12 weeks;
- the 68 weeks within which the leave must be taken is based on the date of birth of the baby.

#### ***Types of Leave***

5.5 Neonatal care leave can be taken in two ways:

- **Tier 1**  
This begins when the baby receives neonatal care and ends on the seventh day after the baby is discharged. Neonatal Leave in tier 1 can be taken in a continuous block or a non-continuous block of one week at a time and up to 12 weeks.
- **Tier 2**  
This begins once the tier 1 period has ended and must be taken within 68 weeks after the birth. Tier 2 leave must be taken in one continuous block. This type of leave is most likely to apply to employees who are already on maternity or adoption leave as they will exhaust their maternity or adoption leave first.

#### ***Requesting Leave***

5.6 Employees are encouraged to speak to their line manager as soon as possible if they may be taking neonatal care leave, this will help North View to provide appropriate support and information regarding these entitlements.

To apply for leave, employees should complete the form at Appendix 1 which covers the required information to process the leave request.

North View understands that it may be difficult to comply with notice periods, however, where possible asks that the following notice is provided:

- for tier 1 leave 15 days' notice for each period of absence is required
- for tier 2 leave 28 days' notice is required

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#### ***Cancelling Leave***

- 5.7 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

#### **6.0 Contractual Benefits**

- 6.1 All terms and conditions in the Terms and Conditions of Employment, apart from salary, continue to apply during the leave period.

#### **7.0 Support for Employees**

- 7.1 North View encourages employees to seek support from their line manager and agree the best way to communicate throughout periods of leave. The Rowan Consultancy can offer employee counselling as part of North View's partnership with Employers in Voluntary Housing (EVH). Further information on accessing this can be found in the North View Staff Health and Safety Handbook. The Health and Safety Executive can also advise on stress and mental health by calling 0300 003 1747.

#### **8.0 UK General Data Protection Regulation (UK GDPR)**

- 8.1 North View will treat employee personal data in line with its obligations under the Data Protection Policy. Information regarding how employee data will be used and the basis for processing it is provided in the Fair Processing Notice for Employees.

#### **9.0 Review of Policy**

- 9.1 This policy will be reviewed at least every five years, or in line with legislative changes.

***End***

#### ***Review and amendments***

Policy established - 25/06/2025

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### Appendix 1: Neonatal Leave Request Form

• Baby's date of birth • Date of adoption placement • Date the baby entered the UK for overseas adoption	
Date(s) that neonatal care started	
Date neonatal care ended (if appropriate).	
Date you request your neonatal care leave to start.	
How many weeks neonatal care leave are you applying for?	

I request to apply for the Neonatal Care Leave as detailed above.

I can confirm I have read and understood the Neonatal Care Leave Policy and meet the criteria as set out within the policy.

Employee name:	
Employee sign:	
Date form submitted:	

Line Manager name:	
Line Manager sign	
Date request received:	

**End of Appendix 1**

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