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Bwrdd Iechyd Prifysgol
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Cardiff and Vale
University Health Board

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NEONATAL CARE LEAVE AND PAY PROCEDURE

Introduction and Aim

Eligible employees can take neonatal care leave to care for their newborn baby who requires neonatal care without impacting on their existing parental leave entitlements.

Their employment rights (like the right to pay, holidays and returning to a job) are protected during neonatal care leave.

This Procedure sets out the process to be followed when applying, taking and returning from Neonatal Care Leave.

Scope

This procedure applies to all staff.

For the purposes of this Procedure, the gender you or your partner was assigned at birth is not relevant as long as you meet the eligibility criteria described.

Equality Health Impact Assessment

This procedure sits under the Maternity, Adoption and Paternity and Shared Parental Leave Policy and EHIA. This EHIA found there to be a positive impact.

Documents to read alongside this Procedure

Maternity Leave and Pay Procedure
Adoption Leave and Pay Procedure
Shared Parental Leave and Pay Procedure
[Annual Leave Procedure](#)
[Special Leave Policy](#)

Approved by

Employment Policy Sub Group

Accountable Executive Director

Executive Director of People and Culture

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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate.](#)

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Summary of reviews/amendments			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	26/11/2025	04/12/2025	New Procedure for babies born on or after the 6 April 2025

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1 RESPONSIBILITIES

1.1 Employee

- To inform their manager as soon as reasonable practicable that they require Neonatal Care Leave
- To access this procedure on the UHB internet site/Sharepoint from their manager or from the People Service Team and seek additional advice if necessary
- To keep in regular contact with Manager during Tier 1 leave

1.2 Manager

- To ensure that the employee is aware of their rights and obligations under this procedure and is afforded time off and all other entitlements
- To ensure that the countersigned Neonatal Care leave application form is forwarded to the Payroll Department
- Inform Payroll when the employee goes on and returns from Neonatal Care leave

1.3 People Services Team

- To advise the employee of their rights and obligations

1.4 Payroll

- To ensure that payments are made in line with statutory regulations
- To ensure that payments are made in line with normal salary crediting

1.5 Trade Unions

- To support staff members during and after the Neonatal Care Leave period
- Sign post line managers to support that is available for staff

2 ENTITLEMENT

An employee is entitled to a minimum period of one week and a maximum of 12 weeks leave. The amount of leave the employee is entitled to will be dependent on how long the baby is receiving neonatal care i.e. one week of leave for every 7 consecutive full days the baby spends in neonatal care.

This is in addition to existing parental leave entitlements and must be taken within a 68 week period beginning with the date of the baby's birth.

Neonatal Care leave is a day one right.

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3 ELIGIBILITY TO NEONATAL CARE LEAVE

This procedure applies to both parents.

Employees qualify if their baby was born on or after 6 April 2025 and has received medical or palliative neonatal care for at least seven consecutive days within the first 28 days after birth.

The three categories of medical care that constitute neonatal care are:

1. Any medical care received in hospital
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.
3. Palliative or end of life care.

4 ELIGIBILITY FOR STATUTORY NEONATAL CARE PAY

Employees qualify for Statutory Neonatal Care Pay if they have:

1. 26 weeks or more service with the Cardiff and Vale University Health Board by the end of the relevant qualifying week.
2. Are eligible for Statutory payments e.g. Maternity, Adoption or New Parent Support Leave Pay.

The qualifying week is the 15th week before the baby is due, if the employee is already entitled to Maternity or Paternity Pay, or if already entitled to Statutory Adoption Pay the week the employee is told they have been matched with a baby for adoption).

The rate of Statutory Neonatal Care Pay will be either the SNCP pay rate or 90% of average weekly earning's, whichever is lower.

5 APPLYING FOR NEONATAL CARE LEAVE

To apply, employees must complete the Neonatal Care Leave Application Form attached as Appendix 1 and 2 in line with the notice periods as detailed in section 7.

6 TYPES OF LEAVE

Tier 1 Leave

This begins when the baby starts receiving neonatal care and up to a week post discharge. This period ends on the seventh day after the baby stops receiving neonatal care.

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This tier can be taken in non-continuous blocks of one week at a time, up to maximum of 12 weeks depending on how long the baby was receiving neonatal care.

Tier 2 Leave

This applies to leave taken after the tier 1 period ends and must be taken in one continuous block. This entitlement ends 68 weeks after the child's birth.

The amount of leave available will be dependent on the number of weeks the employee is entitled to, less the leave that was taken in Tier 1. i.e. if the employee is entitled to 7 weeks leave and 3 weeks of leave was taken in Tier 1, only 4 weeks is available to take in Tier 2.

7 NOTICE PERIODS

Eligible employees are required to provide the following notice:

Tier 1 leave

Notice must be given before the employee is due to start work on the first day of absence for each week, or if this is not possible, notice must be given as soon as reasonably practical.

Tier 1 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.

Tier 2 Leave and pay

For a single week of leave and pay, written notice must be received 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 must be received at least 28 days before the first day of leave in which the period relates to. This period of leave must be one continuous block of leave.

8 DURING NEONATAL CARE LEAVE

During neonatal care leave the employee retains all their contractual rights except remuneration. Pension rights and contributions shall be dealt with in accordance with NHS Superannuation Regulations. Periods of neonatal care leave should be regarded as continuous service.

Support is available for staff who have a child receiving Neonatal Care from the following organisations:
Employee Wellbeing Team

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Appendix 1 – NEONATAL CARE LEAVE APPLICATION FORM – Tier 1

NEONATAL CARE LEAVE AND PAY APPLICATION FORM – Tier 1 Leave When completed and countersigned by your manager this form should be sent to the Payroll Department. Please ensure that this form is completed in full to avoid delay in processing your application.
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A: PERSONAL DETAILS (to be completed by Employee)

Name					
Home Address (Inc. Postcode)					
Telephone (home)		Telephone (work)		Hours of work per week	
Department		Employee No.		NI number	
Tick this box if you have more than one post within the UHB			Tick this box if you work for the UHB Nurse Bank		

B: NEONATAL CARE LEAVE DETAILS (including Nominated Carers)

Child's date of birth:	/ /
Date neonatal care commenced (this must be within 28 days of the birth)	/ /

Tier 1 Neonatal Care Leave

I wish to commence Tier 1 Neonatal Care Leave on: (This cannot start before the above date)	/ /
Please describe how you want to take this leave (if known): This must be taken in blocks of one week	

Declaration (please sign one):

I declare that I meet the eligibility requirements for Neonatal Care Leave and Pay as detailed in the Neonatal Care Leave and Pay Procedure.

SIGNED..... DATE.....

This application is endorsed by: SIGNED (Manager)		Date	
PRINT NAME IN FULL (Manager)			
JOB TITLE			

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Appendix 2 – NEONATAL CARE LEAVE APPLICATION FORM – Tier 2

<p>NEONATAL CARE LEAVE AND PAY APPLICATION FORM – Tier 2 Leave</p> <p>When completed and countersigned by your manager this form should be sent to the Payroll Department. Please ensure that this form is completed in full to avoid delay in processing your application.</p>
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A: PERSONAL DETAILS (to be completed by Employee)					
Name					
Home Address (Inc. Postcode)					
Telephone (home)		Telephone (work)		Hours of work per week	
Department		Employee No.		NI number	
Tick this box if you have more than one post within the UHB			Tick this box if you work for the UHB Nurse Bank		

B: NEONATAL CARE LEAVE DETAILS (including Nominated Carers)	
Child's date of birth:	/ /
Date neonatal care commenced (this must be within 28 days of the birth)	/ /
Date neonatal care ended	/ /
Tier 2 Neonatal Care Leave	
Number of weeks baby was in neonatal care	No of weeks:
How much Tier 2 Neonatal Care Leave do you wish to apply for? (Number of weeks baby was in neonatal care for minus the number of weeks taken in Tier 1) (Maximum of 12 weeks) this must be taken in one continuous block	No of weeks:
I wish to commence Tier 2 Neonatal Care Leave on: (this must be after the Tier 1 leave has ended)	/ /
I wish to end Tier 2 Neonatal Care Leave on: (this cannot be more than 68 weeks after the child's date of birth)	/ /

<u>Declaration (please sign one):</u>	
I declare that I meet the eligibility requirements for Neonatal Care Leave and Pay as detailed in the Neonatal Care Leave and Pay Procedure.	
SIGNED..... DATE.....	
This application is endorsed by: SIGNED (Manager)	Date
PRINT NAME IN FULL (Manager)	
JOB TITLE	