



NEONATAL CARE LEAVE POLICY

NWH Group Limited
Reviewed- January 2026

Effective from 6 April 2025, the Neonatal Care (Leave and Pay) Act 2023 introduces new entitlements for employees whose babies require neonatal care. This policy outlines the rights and procedures related to Neonatal Care Leave (NCL) and Neonatal Care Pay (NCP) within the NWH Group Limited.

1. Eligibility for Neonatal Care Leave (NCL)

All employees are entitled to NCL from their first day of employment if they meet the following criteria:

- The employee has a parental or other personal relationship with a child receiving neonatal care.
- The child is admitted to hospital for neonatal care within 28 days of birth.
- The neonatal care continues for a continuous period of at least seven days.

2. Duration and Timing of Leave

- Eligible employees can take up to 12 weeks of NCL per child receiving neonatal care.
- NCL must be taken within 68 weeks following the child's birth.
- The leave can be taken in blocks of at least one week and may be taken consecutively or nonconsecutively, subject to the notice requirements outlined below.

3. Notice Requirements

Tier 1 Period (During Neonatal Care or Immediately After):

- Employees should inform their line manager as soon as reasonably practicable of their intention to take NCL during this period.
- No formal notice period is required; however, prompt communication is encouraged to facilitate planning.

Tier 2 Period (After Neonatal Care):

- For leave intended to be taken after the neonatal care period, employees must provide at least 15 days' notice for a single week of leave or 28 days' notice for two or more consecutive weeks.
- Notice should include the intended start and end dates of the leave.

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4. Evidence Requirements

Employees may be required to provide evidence supporting their eligibility for NCL, which may include:

- The child's date of birth.
- The date of admission to neonatal care.
- Confirmation of the parental relationship with the child.

5. Eligibility for Neonatal Care Pay (NCP)

To qualify for NCP, employees must:

- **Have at least 26 weeks of continuous service with the company by the end of the week immediately before the one in which neonatal care starts.**
- Have average weekly earnings not less than the Lower Earnings Limit (currently £123 per week).

6. Rate of Pay

NCP is payable at the statutory rate, which is the lower of:

- £187.18 per week (subject to annual review).
- 90% of the employee's average weekly earnings.

7. Rights During and After NCL

During NCL, employees are entitled to:

- Continue accruing statutory rights, including annual leave.
- Return to the same job on the same terms and conditions after the leave.
- Protection from dismissal or detriment due to taking NCL.

8. Interaction with Other Leave

NCL is in addition to other parental leave entitlements, such as maternity, paternity, or shared parental leave. Employees may choose to take NCL after exhausting other leave entitlements or intersperse NCL with other leave, provided all leave is taken within 68 weeks of the child's birth.

9. Procedure for Requesting NCL and NCP

- Notify your line manager or HR department as outlined in the notice requirements above.
- Submit any required evidence to support your eligibility.

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- Discuss and agree upon the leave schedule, ensuring minimal disruption to work operations while accommodating your needs.

10. Additional Support

We understand that having a child in neonatal care can be a challenging time. Employees are encouraged to reach out to the HR department for additional support, including counselling services or flexible working arrangements, to balance work and family responsibilities during this period.

This policy will be reviewed periodically to ensure compliance with legislation and alignment with best practices. Any updates will be communicated to all employees in a timely manner. For further information or clarification, please contact the HR department.

Signed:

Date: 15/01/2025

Gavin Money

Managing Director

The NWH Group Ltd

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