

**Statutory Neonatal Care - Pay notification form**

* If the employee is taking neonatal care leave in the tier one period, this form should be used to claim entitlement to Statutory Neonatal Care Pay. Employees do not have to give notice in writing for leave during this period.
* If the employee is taking neonatal care leave in the tier two period, this form should be used to claim entitlement to Statutory Neonatal Care Pay, alongside the “Neonatal care leave notification form”, available to download separately.

Please ensure you read our neonatal care leave policy before completing this form to ensure you qualify for Statutory Neonatal Care Pay. A copy of the policy can be found on the HR pages of the website.

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| Employee name  |  |
| Department |  |
| Child’s date of birth (and date of adoption where relevant)  |  |
| Date(s) the child started receiving neonatal care  |  |
| Date(s) the child stopped receiving neonatal care  |  |
| Start date of proposed/taken neonatal care leave  |  |
| Total number of weeks leave |  |
| *Please note that you are required to give notice of your intention to claim Statutory Neonatal Care Pay.* *If you have taken leave whilst the child is/was receiving care, you must provide notice within 28 days of the first day of leave.**If the child is no longer receiving care, this is either 15 days for one week of leave or 28 days for two or more weeks of leave.* |

**Declaration**

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| I am entitled to receive statutory neonatal care pay because: |
| I am entitled to take neonatal care leave |[ ]
| I had 26 weeks continuous service up to the relevant week |[ ]
| I earned at least the lower earnings limit on average for the eight weeks up to the relevant week |[ ]
| I have given at least the required amount of notice.  |[ ]

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| Signed: |  |
| Date: |  |