**Form – Neonatal Care Leave Request Form**

Please ensure you have read the [University’s Neonatal Care Leave & Pay Policy](https://t4.gla.ac.uk/terminalfour/preview/1/en/382500/1163567?cc=440729876) before completing this form.

This form should be used to declare your entitlement to Neonatal Care leave. It captures the details required to confirm your eligibility for Neonatal Care Leave and provides the University with early notice (where possible) of the proposed dates on which you are requesting to take your leave.

In addition to submitting this form to your line manager and the [People & OD Helpdesk](https://glasgow.saasiteu.com/Modules/SelfService/Login.aspx?ProviderName=University%20of%20Glasgow&Role=SelfServiceMobileStaff&Tab=ServiceCatalog&CommandId=NewServiceRequestByOfferingId&Template=1BC3894EEF9F4240BF4E79F8DDF0A006), ensure you also submit a leave request through [Employee Self Service](https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page).

1. **Basic Details**

|  |  |
| --- | --- |
| Employee Name: |  |
| Employee ID Number: |  |
| Job Title: |  |
| School/Service: |  |
| I hereby give notice of my intention and entitlement to take neonatal care leave as well as the required declarations. | |

1. **Information to be provided by employee**

|  |  |
| --- | --- |
| **My child was born on:** |  |
| **My child started receiving neonatal care on:** |  |
| **My child’s neonatal care ended on (if applicable):** |  |
| **I choose to start and end my neonatal care leave on the following dates:** | **Tier 1**  [Note: leave in Tier 1 may be taken in number of non-continuous blocks of a minimum of one week at a time] |
| **Tier 2**  [Note: leave in Tier 2 must be taken in one continuous block] |

1. **Declaration to be completed by employee**

|  |  |  |
| --- | --- | --- |
| **I [satisfy/will satisfy] the following eligibility requirements to take neonatal care leave** | | |
| I am the child’s parent and at the date of the child’s birth(or placement, in the case of adoption) [I have/expect to have] responsibility for the child’s upbringing **OR** | |  |
| I am the partner of the child’s mother and at the date of the child’s birth (or placement, in the case of adoption) [I have/expect to have] responsibility for the child’s upbringing (apart from the mother)  **AND** | |  |
| I [am taking/have taken] the leave to care for my child | |  |
| I [satisfy/will satisfy] the following eligibility requirements for neonatal care pay (if applicable) | |  |
| I [have/will have] 26 week’s continuous employment by the end of the week immediately before the one in which my neonatal care leave starts **OR** | |  |
| I am entitled to statutory maternity or paternity pay and have 26 week’s continuous employment ending with the 15th week before the expected week of childbirth | |  |
| **AND** | |  |
| I remain in continuous employment from the end of that date (or from the child’s date of birth or placement, in the case of adoption, if they were born before that date) | |  |
| **I will inform the University of any changes affecting my entitlement to neonatal care leave and pay.** | | |
| **Signed:** | **Date:** | |

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**Notes**

**Completed forms should be returned to your manager and copied to People & OD Shared Services Team via the** [People & OD Helpdesk](https://glasgow.saasiteu.com/Modules/SelfService/Login.aspx?ProviderName=University%20of%20Glasgow&Role=SelfServiceMobileStaff&Tab=ServiceCatalog&CommandId=NewServiceRequestByOfferingId&Template=1BC3894EEF9F4240BF4E79F8DDF0A006)**.**

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**Please keep a copy of this form for your own records as you may need to refer to it in the future.**

This form is to confirm your notice and entitlement to take neonatal care leave (and pay, where applicable).

Neonatal care leave is designed to assist new parents of babies who are admitted into neonatal care. You can choose to start your leave on any day after your child has received seven days of uninterrupted neonatal care – the seven days are counted from the after the neonatal care started.

**Types of Neonatal Care Leave**:

Neonatal Care Leave falls into two categories based on when it is taken:

* **Tier 1 Leave** – Applies when leave is taken while the baby is still receiving care and up to one-week post-discharge. This leave can be taken in flexible, non-continuous blocks of at least one week at a time. Tier 1 Leave ends 7 days after neonatal care ends.
* **Tier 2 Leave** – Applies to all other neonatal leave and must be taken in one continuous block.

**Timing of Leave**

Neonatal Care Leave must be taken within 68 weeks of the baby’s birth (or placement, in the case of adoption).

**In the form, ‘neonatal care’ means:**

* Medical care that your child receives in hospital
* Medical care that your child receives in any other place (providing your child was previously admitted to a hospital as an inpatient and needs continuing care after leaving hospital, the care is under the direction of a consultant, and the care involves ongoing monitoring and visits from health care professionals arranged by the hospital where your child was an inpatient); or
* Palliative or end of life care

Please see the [Neonatal Care Leave & Pay Policy](https://t4.gla.ac.uk/terminalfour/preview/1/en/382500/1163567?cc=440729876) for more information on your entitlement to neonatal care leave pay, how much leave you can take, when you can start your leave and what to do if you have already started or will be taking another form of statutory leave, such as maternity, adoption, paternity, ordinary parental, shared parental or parental bereavement leave.