

Neonatal Care Leave and Pay Form

Use this form to confirm your eligibility for statutory neonatal care leave (NCL) and claim statutory neonatal care pay (SNCP), where applicable. Please see HRP14 Neonatal Care Leave and Pay Policy for more information.

NCL entitlement is one week of leave for each complete uninterrupted week of neonatal care (not including the day neonatal care started). NCL cannot start until after the first complete week of neonatal care.

NCL in Tier 1

If you are taking a period of NCL starting during neonatal care, or within seven days of the end of neonatal care (the Tier 1 period), you can tell us verbally that you need to take NCL. This form should then be submitted no more than 28 days after the start of the NCL.

NCL in Tier 2

If you are taking a period of NCL starting more than seven days after neonatal care has ended (the Tier 2 period), you must submit this form at least 15 days before the leave is due to start (for one week's leave) or 28 days before the leave is due to start (for two or more weeks' leave).

If you need any help with this form, please speak to your line manager. It may also be useful to discuss your proposed NCL with your manager before completing the form.

Please return this form to your line manager.

Section A: Basic Information

Employees Name:	
Child's Date of Birth:	
For adoption cases only: date of child's placement for adoption, or date of arrival in Great Britain if adopting from overseas:	
Date neonatal care started:	
If the child is no longer receiving neonatal care, the date such care ended:	
If the child has been discharged and then re-admitted to neonatal care, include dates of subsequent period(s) of neonatal care:	
Total complete weeks of neonatal care (if known):	

Section B: Neonatal care leave dates

Neonatal care leave start date:	
Number of weeks' leave taken or to be taken:	
If second or subsequent periods of NCL are taken please include dates here:	

Section C: Employee's declaration - BIRTH CASES

I am the child's mother* / father* and have **OR**
responsibility for the child's upbringing.*

*(*delete as applicable)*

I am the partner of the child's mother and have
the main responsibility for the child's upbringing
or share that main responsibility with the
mother.*

The purpose of my neonatal care is to care for the child.

My average weekly earnings in the eight week period ending with the relevant week were not less than the
lower earnings limit for national insurance contributions (£123 for 2024-25).

Signed: Date:

Section D: Employees Declaration - ADOPTION CASES

I am the adopter or prospective adopter of the **OR**
child and am entitled to adoption leave.*

*(*delete as applicable)*

I am the partner of the child's adopter for
adoption leave purposes, and I have the main
responsibility for the child's upbringing or share
that main responsibility with the adopter.*

The purpose of my neonatal care is to care for the child.

My average weekly earnings in the eight week period ending with the relevant week were not less than the
lower earnings limit for national insurance contributions (£123 for 2024-25).

Signed: Date:

Section E: Employee's Declaration - SURROGACY CASES

I am an intended parent under a surrogacy
arrangement in respect of the child.* **OR**

*(*delete as applicable)*

I am the partner of an intended parent who
expects to have responsibility for the child's
upbringing or share that main responsibility with
the intended parent.*

The purpose of my neonatal care is to care for the child.

My average weekly earnings in the eight week period ending with the relevant week were not less than the
lower earnings limit for national insurance contributions (£123 for 2024-25).

Signed: Date: