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| University of Edinburgh logo Navy and White Colour. Partner: Neonatal Care Leave Booking Form |
| **Guidance** |
| Please refer to the relevant family leave policy on the [HR A-Z Policies](https://human-resources.ed.ac.uk/policies-guidance/a-to-z-of-policies-and-guidance) webpage, and in particular the section on ‘Neonatal Care Leave’, before completing this form. For example, if an employee is taking partner leave, please refer to the Partner Leave Policy. You can also refer to the [Neonatal Care Leave](https://human-resources.ed.ac.uk/policies-and-guidance/leave-absence-attendance-returning-parents/neonatal-care-leave-and-pay) webpage. Following discussion with the employee wishing to take neonatal care leave (NCL), managers should complete all sections of this form. If the employee is not taking NCL imminently, and the end date of the baby’s neonatal care is not yet known, then it is better to wait until this date is known before submitting the form. This is because the form will need to be updated and re-submitted once this date is known.The employee may want to bring their Partner Leave dates forward in People and Money, and discuss taking Compassionate Leave under the [Special Leave Policy](https://human-resources.ed.ac.uk/policies-guidance/a-to-z-of-policies-and-guidance) before taking NCL at the statutory rate. Please ensure the dates of other family/special leave are updated in People and Money before submitting this form.Once completed, the form must be submitted to HR via a Service Request on People and Money, using the category ‘Neonatal Care Leave’. If the employee wants to take NCL when their baby is still in neonatal care, or in the week after they are discharged, this form should be submitted as soon as possible after the employee has told you they are taking NCL. Following this period, the Form must be submitted to HR at least 15 days before the employee plans to take NCL. If you require this document in an alternative format, please contact HR via email HRHelpline@ed.ac.uk. |
| **Section 1: Employee Details** |
| Name: |       |
| Assignment Number: |       |
| Department / School: |       |
| **Section 2A: Eligibility**  |
| Please confirm that:* The employee is eligible for NCL as they have parental responsibility for a baby who received neonatal care for seven or more consecutive days (not counting the day on which neonatal care starts) within 28 weeks of birth.
* The NCL will not interrupt partner leave, otherwise the employee will lose their entitlement to partner leave. NCL can be taken during discontinuous periods of shared parental leave (i.e., when the employee would have returned to work).
* The NCL will be used within 68 weeks of the child’s birth to care for the child.
* The employee is taking a minimum of one week, and a maximum of 12 weeks of NCL.
* If the employee takes NCL while their baby is receiving neonatal care, or in the week after they are discharged, they can take NCL in non-consecutive weeks. If the employee takes NCL at any other time during the 68-week period following birth, their NCL must be taken in consecutive weeks.
* The employee understands that if they are not entitled to Statutory Neonatal Care Pay (SNCP), then their NCL will be unpaid. Please refer to the relevant family leave policy (e.g., the Partner Leave Policy if the employee is taking partner leave) for information on SNCP.

**Following discussion with the employee, I confirm that the above eligibility criteria are correct:** [ ]   |
| **Section 2B: Booking Neonatal Care Leave** For twins/multiple births, please complete the details of all babies who received neonatal care |
| Please insert the baby’s date of birth (dd/mm/yyyy): |       |
| For adoption only, please insert the date of the adoption placement (dd/mm/yyyy): |       |
| **Which other type of family/special leave is the employee taking?** (Please select as appropriate) |
| Shared Parental Leave | [ ]   |
| Partner Leave | [ ]   |
| Neonatal Care Pay is paid at the statutory rate only, please confirm you have had a discussion with the employee about taking other types of paid leave first (e.g., Compassionate Leave under the Special Leave Policy or Partner Leave): [ ]   |
| Please insert the date the baby **started** to receive neonatal care (dd/mm/yyyy): |       |
| Please insert the date the baby’s neonatal care **ended** (if known) (dd/mm/yyyy): |       |
| Please insert the start and end dates of any further periods of neonatal care (dd/mm/yyyy): |  |
| Please insert the number of weeks the employee will be entitled to take NCL for:*Note: the employee will be entitled to one week of NCL after their baby has received neonatal care for seven consecutive days (not counting the day on which the neonatal care starts). They will then be entitled to one week of leave for each further full week of neonatal care.* |       |
| **Booking dates of Neonatal Care Leave:** |
| Start Date(dd/mm/yyyy) | End Date(dd/mm/yyyy) | Number of weeks NCL |
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| Section 3: Manager Sign-Off |
| Signature:       | Date (dd/mm/yyyy):       |
| Once the above three sections have been completed, please send to HR via a Service Request in People and Money, using the category ‘Neonatal Care Leave’. If the end date of the NCL is not known at the time this form is submitted, you must remember to re-submit this form as soon as the end date is known. This is to ensure the employee’s pay is correct. HR will then book the leave in People and Money. |