## *To be completed by the HR contact*

## A. Employee details

1. Employee name Click to enter employee name
2. Employee number Click to enter employee number
3. Department Click to enter department name Division Select from list.
4. Employment start date Click to enter a date.

## B. Dates of neonatal care

*Neonatal care leave and pay can only be provided for neonatal care which started within the first 28 days after the baby’s birth*

1. Baby’s date of birth Click to enter a date.
2. Neonatal care start date Click to enter a date.
3. Neonatal care end date Click to enter a date.

## C. Dates of neonatal leave care and pay

1. Start date of neonatal leave care and pay period
2. End date of neonatal leave care and pay period Click to enter a date.
3. Total number of weeks\* of neonatal leave care and pay Click to enter text.
4. Does the employee have 26 weeks continuous service at the Qualifying week? Yes/No
5. Does the employee pay National Insurance contributions in the UK? Yes/No

*\*the minimum period is 1 week, maximum 12 weeks: only full weeks when the child was receiving care can be claimed*

## D. Confirmation that the time being requested is equivalent to the time spent caring for the baby in neonatal care

*Neonatal care leave and pay can only be provided where time was taken to provide care for the baby (and not if the baby was in neonatal care and the parent/caregiver was still working)*

1. Between the dates in questions 6 and 7, the employee was providing care for the baby Yes/No

## E. Confirmation that the individual requesting neonatal care leave and pay has an eligible relationship to the baby

1. Is the employee either the baby’s parent, the baby’s intended parents (in case of surrogacy), or partner to the baby’s mother with the expectation that they will have responsibility for raising the child Yes/No

Signed………………………………….. Date
**Head of Department/Departmental Administrator/HR Manager**