



NEONATAL CARE LEAVE POLICY AND PROCEDURE

APRIL 2025

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1. INTRODUCTION

- 1.1 We understand that having a child in neonatal care is an extremely stressful and challenging experience. As an organisation, we are committed to supporting you and doing what we can to help ensure that you are able to be by your child's side while looking after your own health and wellbeing.
- 1.2 If you are finding it difficult to cope at work because your child is in neonatal care, you are encouraged to speak to your line manager. If for any reason you are unable to approach your line manager, our independent Employee Assistance helpline (EAP) may be able to help. It is a confidential service, available 24 hours a day, 7 days a week. They provide health and wellbeing support for employees during their employment. They can be contacted on freephone **01480 323323 (option 4)** and further details are available on [Lighthouse](#).
- 1.3 We realise that this may not be an easy subject to talk about. However, we urge you to be as open as possible about any particular issues that you are experiencing to ensure that you are provided with the right level of support.

2. PURPOSE

- 2.1 This policy sets out the Company's policy on neonatal care leave and pay provisions and is designed to ensure that the Company:
- complies with relevant employment legislation;
 - follows best practice; and
 - signposts employees to sources of support.

3. SCOPE

- 3.1 This is a group level policy that applies to all employees of Anglian Water Group Limited and its subsidiaries (including but not limited to Alpheus Environmental Limited, AVH Parks Limited, TIDE Services Limited and AWG Group Limited) but excluding Anglian Water (Ireland) Limited and Wave Limited (and their respective subsidiaries, which include Celtic Anglian Water Limited and Anglian Water Business (National) Limited).
- 3.2 In this policy, neonatal care means:
- medical care that your child receives in a 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 the hospital;
 - the care is under the direction of a consultant; and
 - the care involves ongoing monitoring and visits from healthcare professionals arranged by the hospital where your child was an inpatient; or
 - palliative or end-of-life care.

4. STATUS

- 4.1 This Policy is a Collective Agreement.

5. POLICY OWNER

5.1 Head of Employee Relations.

6. NEONATAL CARE LEAVE

6.1 Eligibility

6.1.1 You are eligible to neonatal care leave if the following apply:

- you have parental responsibility for your child, which means you must be named on one of the following:
 - their birth/adoption certificate;
 - a parental order, for surrogacy; or
 - a legal guardianship;
- your child was born on or after 6 April 2025;
- your child started receiving neonatal care within 28 days after the date on which they were born (the 28 days are counted from the day after the child is born);
- the neonatal care has lasted seven days or longer without interruption (the seven days are counted from the day after the neonatal care started);
- you are taking the leave to care for your child (however, see [Bereavement Policy](#) if your child dies); and
- you have complied with the relevant notice and declaration requirements set out in this policy.

6.2 Neonatal care leave – how much you can take

6.2.1 The amount of neonatal care leave that you can take is one week for every week your child has spent in neonatal care without interruption. A week is defined as a period of seven days starting from the day **after** the neonatal care began.

6.2.2 The maximum number of weeks that you can take as neonatal care leave is capped at 12 weeks, even if multiple children from the same pregnancy require neonatal care.

6.2.3 Any neonatal care leave must be taken in blocks of at least one week.

6.2.4 Neonatal care leave is granted in addition to any other statutory leave that you may be entitled to, e.g. maternity, adoption, paternity or shared parental leave and your normal annual holiday entitlement.

6.3 Neonatal care leave – when you can take it

6.3.1 You can start your leave on any day after your child has received seven days of uninterrupted neonatal care.

6.3.2 The seven days are counted from the day after the neonatal care started. For example, if your child started receiving neonatal care on 7 April, the seven-day count begins on 8 April. This means that you can start your neonatal care leave on any day from 15 April.

6.3.3 Any neonatal care leave must end within 68 weeks of your child's date of birth.

6.4 Neonatal care leave – how you can take it

6.4.1 Neonatal care leave is available to take in two tiers:

- The "tier 1 period" begins when your child starts receiving neonatal care and ends on the seventh day after your child is discharged. If you take neonatal care leave in the tier 1 period, you can take it in one continuous block or a number of non-continuous blocks of a minimum of one week at a time.
- The "tier 2 period" is any remaining period (within 68 weeks after your child's date of birth/adoption) that is not part of the tier 1 period. If you take neonatal care leave during the tier 2 period, you must take the leave in one continuous block.

6.4.2 You should be aware that the relevant notice requirements differ depending on whether you take your leave in the tier 1 or tier 2 period (see [Notice to take neonatal care leave](#) below).

6.5 Notice to take neonatal care leave

6.5.1 *Notice during the tier 1 period*

For each week of neonatal care leave that you wish to take in tier 1, you should notify your Line Manager/People Support by telephone or email, preferably before your first day of absence in that week. However, we understand that this is likely to be a challenging time for you, so please give notice as soon as is reasonably practicable for you to do so.

You should request your neonatal care leave in Workday - Absences > Short-Term Absence.

There is no expectation on you to complete this request straightaway while your child is receiving neonatal care. However, we do request that you do this within 28 days of the first day of your neonatal care leave, or if this is not possible, as soon as it is reasonably practicable.

6.5.2 *Notice during the tier 2 period*

If you wish to take neonatal care leave in the tier 2 period, you will need to discuss and agree your neonatal care leave with your manager and then give notice of your intention to take neonatal leave by requesting your neonatal leave on Workday – Absences > Short-Term Absence.

If you are taking a single week of neonatal care leave, your notice should be received by us at least 15 days before the first date that you have chosen for your leave to start, or if this is not possible, as soon as it is reasonably practicable.

If you are taking two or more consecutive weeks of neonatal care leave, your notice should be received by us at least 28 days before the first date that you have chosen for your leave to start, or if this is not possible, as soon as it is reasonably practicable.

6.6 Changing your neonatal care leave plans

- 6.6.1 If you have submitted a notice of intention and entitlement to take neonatal care leave during the tier 2 period but wish to cancel your leave, you must inform your Line Manager/People Support by updating your request in Workday.
- 6.6.2 We understand that having a child in neonatal care is an incredibly difficult time for parents. Please be assured that if it is not possible for you to meet the timeframes for giving or withdrawing notice as set out in this policy, we will accept later notice than this and, in some cases, we may waive the requirement for you to give notice altogether.

6.7 Starting your neonatal care leave

- 6.7.1 Your neonatal care leave will start on the date that is specified in your notice. Alternatively, if you give notice on the same day that you want to begin your leave and you are already in work on that day, your neonatal care leave will start on the following day.
- 6.7.2 If we have agreed to waive the notice requirements, your neonatal care leave will begin on a day that is mutually agreed between us.

6.8 Other statutory leave

- 6.8.1 You are entitled to take neonatal care leave in addition to any other statutory leave that you may be entitled to, e.g. maternity, adoption, paternity and shared parental leave.
- 6.8.2 If you have already started a period of statutory leave, but subsequently become eligible for neonatal care leave, you can take your neonatal care leave after completing the other statutory leave, provided that your neonatal care leave is taken within 68 weeks of your child's birth date.
- 6.8.3 If you have already started a period of neonatal care leave during the tier 1 period but need to begin another type of statutory leave, your neonatal care leave will be temporarily paused immediately before the other statutory leave begins. You can then resume the remaining weeks of your neonatal care leave in one of two ways:
- if you are still within the tier 1 period - immediately after the end of the other period of statutory leave; or
 - if you have transitioned into the tier 2 period - immediately after any other neonatal care leave taken during the tier 2 period.
- 6.8.4 You cannot take neonatal care leave in the tier 2 period if, at the time of giving notice, you are aware that the leave will overlap with another type of statutory leave.

7. **NEONATAL CARE PAY**

- 7.1 Statutory neonatal care pay is payable during your neonatal care leave period, provided that you are entitled to it.

- 7.2 The rate of statutory neonatal care pay is set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower). You will qualify for statutory neonatal care pay if:
- you are entitled to take neonatal care leave;
 - you have at least 26 weeks' continuous employment with us at the end of the relevant week;
 - you remain in continuous employment from the end of the relevant week (or from the child's birth if they were born before the relevant week);
 - your average weekly earnings are not less than the lower earnings limit for national insurance contributions; and
 - you have complied with the relevant notice and evidential requirements and are able to provide the declarations as set out in this policy.
- 7.3 In this policy "relevant week" means the 15th week before the expected week of childbirth.
- 7.4 Neonatal care pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

8. TERMS AND CONDITIONS WHILE ON NEONATAL CARE LEAVE

- 8.1 Whilst on neonatal leave, you remain an employee and continue to be bound by the implied obligations of good faith, confidentiality, and you are not permitted to work for anyone else.
- 8.2 Annual leave will continue to accrue during neonatal leave.

9. PROCEDURE

- 9.1 You **must** tell your Line Manager that you are intending to take neonatal care leave and discuss and agree your neonatal care leave dates as soon as possible.
- 9.2 You **must** book your neonatal care leave dates on Workday for approval by your Line Manager and you **must** complete any documents required to verify your eligibility to take the leave.

10. RECORDS

- 10.1 It is the Company's standard practice that all written correspondence will be sent by email. Where this is not possible (i.e. the employee does not have a Company email account), it will be sent by standard mail.
- 10.2 All information will be held on the employee's record in accordance with the Company's Data Retention [Policy](#).

11. FURTHER ASSISTANCE

- 11.1 Other types of leave may be available also to parents – please see [Lighthouse](#) for our Maternity Leave, Adoption Leave, Paternity Leave, Parental Leave, Shared Parental Leave and Time off for Dependants Policy and Procedures.
- 11.2 If you have other questions about this policy contact your [Employee Relations Manager/Advisor](#).
- 11.3 If you have questions about the Workday process contact PeopleSupport@anglianwater.co.uk.

LAST REVIEWED

April 2025

APPENDIX 1: SUPPORT

AW Employee Assistance Programme (EAP)- details available on [Lighthouse](#)

Bliss-[For babies born premature or sick | Bliss](#)

Tommys- [Organisations for support around premature birth | Tommy's](#)

Tommys- [Premature Birth - Dads and Partners Support | Tommy's](#)

Miracle Babies - [Miracle Babies – Support and guidance for parents of premature babies and neonatal loss.](#)

Spoons- [Spoons Charity - Neonatal Family Support](#)

Tiny life for Northern Ireland- [Family Support – TinyLife](#)

NHS:

[Special care: ill or premature babies - NHS](#)

[Premature labour and birth - NHS](#)