



SECTION	People and Culture
POLICY	Neonatal Care Leave
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1. Purpose

This policy outlines the rights and procedures for Employees whose new-born's require neonatal care, ensuring they can take necessary leave to support their child without compromising their employment or income.

2. Eligibility

Employees are eligible for Statutory Neonatal Care Leave (SNCL) if:

- Their baby is born on or after 6 April 2025.
- The baby is admitted to neonatal care within 28 days of birth.
- The neonatal care lasts for a continuous period of at least seven days.

The employee is:

- The baby's parent.
- The mother's partner with responsibility for the child.
- An intended parent under a surrogacy arrangement.
- An adopter or prospective adopter.

Statutory Neonatal Care Pay (SNCP) is available to employees who:

- Have at least 26 weeks of continuous service with the employer by the relevant week.
- Earn at least £125 per week on average before tax.

3. Entitlement

Eligible employees can take up to 12 weeks of SNCL.

Leave is granted one week for each week the baby receives neonatal care.

SNCL is in addition to other statutory leave entitlements (e.g. maternity, paternity, shared parental leave).

Leave must be taken within 68 weeks of the child's birth.

4. Leave periods

Tier 1 period:

- During the baby's neonatal care and the seven days following the end of care.
- Leave can be taken in non-consecutive weeks.
- Notice: inform the employer before the start of each week of leave or as soon as reasonably possible.

Tier 2 period:

- Any time after the tier 1 period and within 68 weeks of birth.
- Leave must be taken in consecutive weeks.
- Notice:
 - For 1 week leave: provide 15 days' written notice.
 - For 2 or more weeks: provide 28 days' written notice.

5. Pay

Eligible Employees will receive SNCP at the lower of £187.18 per week or 90% of their average weekly earnings.

Employers will administer SNCP and can reclaim a portion from the government (103%-92% depending on company size).

6. Employer protections

Employees taking SNCL are entitled to:

- Return to the same or a suitable alternative role;
- Protection from dismissal or detriment due to taking or requesting SNCL;
- Continued accrual of employment benefits (excluding pay) during leave;
- Priority for suitable alternative employment in redundancy situations after taking at least six consecutive weeks of SNCL.

7. Procedure for requesting leave

Notify your line manager and the People and Culture department as per the notice requirements outlined above.

Provide the following information:

- Child's date of birth;
- Start and end dates of neonatal care;
- Intended start and end date of SNCL;
- Confirmation of eligibility and intent to care for the child during leave.

8. Additional support

Club Doncaster recognises the emotional and physical challenges of having a child in neonatal care. Employees are encouraged to access club support services where appropriate. Flexible working arrangements may also be considered upon request.

