

Premature and Hospitalised Baby Pay and Leave Scheme Guidance notes

The above scheme is available to support employee wellbeing during a very challenging period.

Eligibility

This scheme applies to all our employees with the exception of staff on the complement of locally managed schools, for whom the policy adopted by their respective schools will apply.

In addition, to support an application the following documentation is required:

- Application Form/email is sufficient
- MAT B1 certificate
- Copy of birth certificate

Premature Baby Maternity, Adoption, Shared Parental, Maternity Support and Paternity Leave and Pay.

- Parents of babies born at or before 37 weeks will be entitled to receive an extra week's **Premature Baby Leave** and **Premature Baby Pay** for every week their premature baby spends in hospital before their due date.
- **Premature Baby Leave** entitlement will be added to the end of the employee's maternity, adoption, shared parental, maternity support or paternity period after the maternity, adoption, shared parental, maternity support or paternity leave entitlement has been exhausted. (please note that where a parent has opted for advance payment this additional leave will be unpaid)
- Parents can opt for **Premature Baby Pay** to be paid as follows:
 - During the period of Premature Baby Leave; or
 - As an advance lump sum payment at the beginning of your leave of absence through the next available payroll following notification to the Attendance Team in addition to your Maternity, Adoption, Shared Parental, Maternity Support and Paternity Leave and Pay. It is important to note that the employee's normal entitlement to maternity, adoption, shared parental, maternity support or paternity leave pay will continue to apply and will not be affected by this scheme (Subject to income tax, national insurance and pension deductions, as appropriate to earnings)

Full term Hospitalised Baby Leave and Pay

- Parents of babies who are hospitalised **immediately** following full term birth (after 37 weeks) due to illness will be entitled to receive full term **Hospitalised Baby Leave** and **Hospitalised Baby Pay** for a period of up to 4 weeks.
- **Hospitalised Baby Leave** entitlement will be added to the end of the employees maternity, adoption, shared parental, maternity support or paternity leave period, after the maternity or paternity leave entitlement has been exhausted.
- Parents can opt for **Hospitalised Baby Pay** to be paid as follows:
 - During the period of Hospitalised Baby Leave; or
 - As an advance lump sum payment at the beginning of your leave of absence through the next available payroll following notification to the Attendance Team in addition to your Maternity, Adoption, Shared Parental, Maternity Support and Paternity Leave and Pay. It is important to note that the employee's normal entitlement to maternity, adoption, shared parental, maternity support or paternity leave pay will continue to apply and will not be affected by this scheme (Subject to income tax, national insurance and pension deductions, as appropriate to earnings)

Calculation of pay

Calculation of pay for Premature and Hospitalised Baby Pay will be by reference to an employee's contracted hours at the date the baby is hospitalised up to 37 hours per week.

Examples:

- Baby is born at 36 weeks, the father is an employee of CCC and is eligible for paternity leave what do we pay?

If the baby is born at 36 weeks and hospitalised until full term, the partner will receive 4 weeks premature baby pay, paternity pay and leave for up to 2 weeks and then premature baby leave following paternity leave. The principle is the same for the partner as the mother provided they meet the eligibility for maternity/paternity.
- We have an application for a hospitalised baby following a birth at 38 weeks, they can receive up to 4 weeks baby leave and pay. So if only hospitalised for 2 weeks will have 2 weeks only but if hospitalised for 6 will get **max 4** weeks.

