

Premature and Hospitalised Baby Pay and Leave Scheme Guidance notes

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sirgar.llyw.cymru
carmarthenshire.gov.wales

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

Eligibility

This scheme applies to all our employees including centrally employed teachers except for staff on the complement of locally managed schools, for whom the policy adopted by their respective schools will apply. (Reference to parent or partner includes all parents or partners regardless of their sex, gender identity and sexual orientation)

Qualifying Criteria

No minimum service is required for eligibility.

In order to apply for Premature and Hospitalised Baby Leave with Pay, the employee must have responsibility for a child. i.e., be one of the following:

- The expectant birth parent of the child
- Adoptive or surrogate parent of the child
- Civil partner of expectant employee of the child
- Nominated Carer of the child (employees who have been elected by the expectant parent/primary adopter as the nominated carer)

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

- [Application Form](#) (this can be completed and submitted via e-mail)
- MAT B1 certificate
- Copy of birth certificate

Premature Baby Leave and Pay

Employees of babies born before 37 weeks can apply for a week's Premature Baby Leave with pay for every week the premature baby spends in hospital before their due date.

a. Premature Baby Leave

This period of premature baby leave will start at the end of the employee's entitlement to maternity, adoption, shared parental, maternity support or paternity leave period.

b. Premature Baby Pay

Employees can opt for premature baby pay to be paid as follows:

- During the period of Premature Baby Leave;

or

- As a lump sum payment at the beginning of the 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. The employee's normal entitlement to maternity, adoption, shared parental, maternity support, or paternity leave and 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). **(Please note that where an employee has opted for Lump sum payment of premature baby pay this additional period of premature baby leave will be unpaid)**

The Premature Baby Pay will be paid during the period of Premature Baby Leave once an employee's maternity, adoption, shared parental, maternity support or paternity period has been exhausted unless the employee has opted for Lump sum payment.

If an employee opts to receive a lump sum payment for a period of premature baby leave and chooses to return to work before the end of their period of premature baby leave, any remaining weeks will need to be repaid. Normal salary will resume from the date of return to work.

Full term Hospitalised Baby Leave and Pay

Parents of babies who are hospitalised immediately following full term birth (after 37 weeks) due to illness can apply for full term Hospitalised Baby Leave with pay for a period of up to four weeks. This period of hospitalised baby leave will start at the end of an employee's entitlement to maternity, adoption, shared parental, maternity support or paternity leave period.

Hospitalised baby Leave

This period of hospitalised baby leave will start at the end of the employee's entitlement to maternity, adoption, shared parental, maternity support, or paternity leave period.

Hospitalised Baby Pay

Parents can opt for **Hospitalised Baby Pay** to be paid as follows:

- During the period of Hospitalised Baby Leave;

OR

- As a 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. 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). **(Please note that where a parent has opted for a Lump sum payment this additional period of leave will be unpaid)**

If an employee opts to receive a lump payment for the period of hospitalised baby leave and chooses to return to work before the end of their hospitalised baby leave, any remaining weeks will need to be repaid. Normal salary will resume from the date of return to work.

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 for Premature Baby Leave and Pay

1. Baby is born at 28 weeks; the parent is an employee of CCC and is eligible for paternity leave - what do we pay?

If the baby is born at 28 weeks and hospitalised until full term, the parent can apply for 12 weeks leave and pay, this will be made up of two weeks paternity leave with pay and then 10 weeks premature baby leave with pay immediately following the paternity leave. (Unpaid if opted for lump sum payment)

Baby is born at 36 weeks; the parent 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 parent will be eligible to apply for four weeks leave and pay, this will be made up of two weeks paternity leave with pay and then two weeks premature baby leave with pay immediately following paternity leave. (Unpaid if opted for lump sum payment)

Examples for Full term Hospitalised Baby Leave and Pay

1. We have an application for a hospitalised baby following a birth at 38 weeks, a parent can receive up to a maximum of four weeks hospitalised

baby leave with pay. So, if the baby is hospitalised for two weeks the parent will have two weeks but if hospitalised for six weeks will get **maximum of four** weeks premature baby leave with pay. (Unpaid if opted for lump sum payment).

ENSURING EQUALITY OF OPPORTUNITY

All employees are required to adopt a positive, open and fair approach and ensure the Authority's Equality and Diversity Policy is adhered to and applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, disability, religion and belief or non-belief, age, sex, gender reassignment, gender identity and gender expression, sexual orientation, pregnancy or maternity, marital or civil partnership status. In addition, the Welsh Language Standards ask us to 'ensure that the Welsh language is treated no less favourably than the English language' and this principle should be adopted in the application of this guidance.

If you have any equality and diversity concerns in relation to the application of this guidance, please contact a member of the HR Team who will, if necessary, ensure the guidance is reviewed accordingly.

If you require this publication in an alternative format, please contact People Management email

CEDutyHR@carmarthenshire.gov.uk