|  |
| --- |
| **Neonatal care leave: notice of entitlement and intention (Adoption)**  |
| **Name of employee:** |   |
| **Employee number:** |   |
| I hereby give notice of my intention and entitlement to take neonatal care leave as well as the required declarations. |
| **Section A: information to be provided by employee** |
| My child was born on: |   |
| My child was placed for adoption on: |   |
| My child started receiving neonatal care on: |   |
| My child's neonatal care has continued without interruption: |   |
| My child's neonatal care ended on (if applicable): |   |
| I choose to start and end my neonatal care leave on the following dates (leave in tier 1 may be taken in number of non-continuous blocks of a minimum of one week at a time and leave in tier 2 must be taken in one continuous block – see notes below for more information) |   |
| I intend to take neonatal care pay on the following dates (if applicable): |   |
| **Section B: declaration to be completed by employee** |
| I [satisfy/will satisfy] the following eligibility requirements to take neonatal care leave |
| I am the child's adopter and at the date the child was placed for adoption [I have/expect to have] responsibility for the child's upbringing **OR** |   |
| I am the child's prospective adopter (in a "foster to adopt" arrangement) and at the date the child was placed for adoption [I have/expect to have] responsibility for the upbringing of the child **OR** |   |
| I am the partner of the child's [adopter/prospective adopter] and at the date the child was placed for adoption [I have/expect to have] main responsibility for the child's upbringing (apart from the partner) |   |
| **AND** |   |
| I [am taking/have taken] the leave to care for my child |   |
| I [satisfy/will satisfy] the following eligibility requirements for neonatal care pay (if applicable) |
| I [have/will have] 26 weeks' continuous employment by the end of the week immediately before the one in which my neonatal care leave starts **OR** |   |
| I am entitled to statutory adoption or paternity pay and have 26 weeks' continuous employment ending with the week in which [I/the adopter] was notified of having been matched for adoption with the child. |   |
| **AND** |   |
| I remain in continuous employment from the end of that date (or from the child's date birth if they were born before that date) |   |
| **I will immediately inform the Absence Team (HRAbsenceteam@carmarthenshire.gov.uk) of any changes affecting my entitlement to neonatal care leave and pay.** |
| **Signed:** |   | **Date:** |   |
| **Notes**This form is to confirm your notice and entitlement to take neonatal care leave (and pay, where applicable).Neonatal care leave is designed to assist new parents of babies who are admitted into neonatal care. You can choose to start your leave on any day after your child has received seven days of uninterrupted neonatal care - the seven days are counted from the day after the neonatal care started. However, in cases specifically related to adoptions within the UK, your entitlement begins after the child has been placed for adoption.In this form," 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.

Please see our Neonatal Care Policy for more information on your entitlement to neonatal care leave and pay, how much leave you can take, when you can start your leave and what to do if you have already started or will be taking another form of statutory leave, such as maternity, adoption, paternity, ordinary parental, parental bereavement or shared parental leave.Notice during the tier 1 period* 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.
* There is no expectation on you to complete this form straightaway while your child is receiving neonatal care. However, we do request that the form is sent to [your line manager/HR Absence Team 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.

Notice during the tier 2 period* The "tier 2 period" is any remaining period (within 68 weeks after your child's date of birth) 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.
* If you are taking a single week of neonatal care leave during the tier 2 period, this form 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, this form should be received by [your line manager/HR Absence Team] 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.

**Changes affecting your entitlement to neonatal care leave and pay**You must keep [your line manager/HR Absence Team] informed about the date that your child's neonatal care ends as soon as reasonably practicable after the care has ended.If your child starts receiving neonatal care again, after you have informed us that the care has ended, you must keep [your line manager/HR Absence Team] informed of the new start and end dates. |