**Neonatal Leave Notification Form**

Name and Surname:

Payroll number:

Expected week of childbirth:

Child’s date of birth:

Dates in which your child has been in neonatal care *(please specify end date)*:

Number of days your child was in neonatal care[[1]](#footnote-1):

*Please confirm if neonatal leave is in addition to:*

□ Maternity Leave

□ Paternity/Partner’s Leave

***Please send the completed form to your line manager, copying in Payroll Fin.Div.Payroll@lse.ac.uk.***

1. You are entitled to neonatal leave for every week (i.e. seven days) that your baby was in neonatal care prior to the Expected Week of Childbirth (EWC). This is for a minimum of one week and up to a maximum of 12 weeks. [↑](#footnote-ref-1)