



Neo-Natal Leave Policy

Why and who

Becoming a parent is exciting and life-changing, but sometimes, your new baby might need some extra care and time in the hospital. This policy explains how Channel 4 will support you and your family during these times.

This policy applies to all Channel 4 employees. It is not part of any employee's contract of employment and we may amend it at any time.



Neonatal Leave Policy

The important bits

The lingo

When it comes to any form of family leave there's a lot of HR lingo and abbreviations. Any specific to this policy are defined here, but there's also a full glossary in the [Family Policies: Guidance Document](#).

We know that if this policy applies to you, you'll be going through a stressful time, so we want to make things as easy as possible for you.

Key things to know about neonatal leave

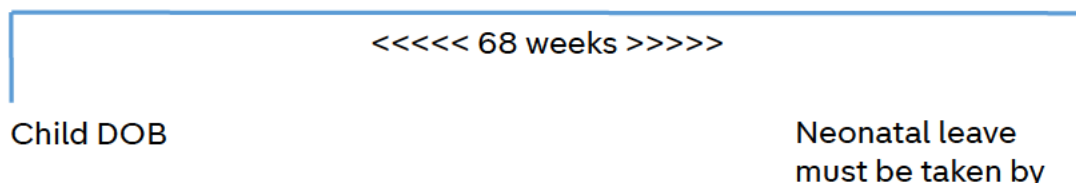
- This policy is for the parents of children born on or after 6 April 2025.
- You can take neonatal care leave if your baby needs to be admitted to neonatal care within 28 days of their birth, and if the care lasts for at least seven days in a row.
 - This can include care at home if certain criteria are met, for example, that your child was an inpatient in hospital and needs ongoing monitoring by healthcare professionals.
- The amount of leave you can take depends on how long your child needs neonatal care (without interruption), but there is a maximum of 12 weeks.
- There is no minimum amount of notice you need to give, we just ask that you let your manager know as soon as you can.
- Your request for neonatal leave must be sent in writing to your manager and/or to your [People Partner](#).

Neonatal leave

- Neonatal leave must be taken in weekly blocks, so you can't take a day here and there and the minimum you can take is 1 week.
- You don't have to take all your weeks in one go, for example you could take 4 weeks and then later take another 4 weeks.
- It can start as early as the day your baby is born or when they are first admitted to hospital, as long as it's after their birth date but before they're 28 days.



The leave must be taken before the end of the week that is 68 weeks after your baby was born. It can be taken at the end of your maternity leave or after you've come back to work.



Example:

- your baby's date of birth is 1 October 2025
- any neonatal leave must be taken by 20 January 2027

Return to work

Your role when you come back after your neonatal leave (or your combined neonatal and family-related leave, such as family/maternity leave) will depend on how much time you take off.

Total period of leave	Role
26 weeks or less, not counting any periods of unpaid parental leave of up to four weeks.	You can come back to the same job on the same terms and conditions.
Over 26 weeks.	<p>You can come back to the same job on the same terms and conditions unless there have been changes that make it impossible for you to go back to the same role.</p> <p>If this happens we'll try to find a different role with terms and conditions that are on no less favourable.</p>

The really important bits

Neonatal leave pay

The eligibility criteria for Statutory Neonatal Pay mirrors that of Statutory Maternity Pay (SMP). This means you must have worked for Channel 4 for 26 weeks in a row (continuous service) by the qualifying week. The qualifying week is 15 weeks before the expected birth date of your baby.

If you're eligible for Statutory Neonatal Pay, Channel 4 pays a top-up on the statutory amount, which means you'll receive full pay.



Length of service at qualifying date	Neonatal pay entitlement
Less than 26 weeks of continuous service.	Not eligible for neonatal pay.
More than 26 weeks of continuous service.	Up to 12 weeks at full pay.

Support and related policies

Internal information and support

Channel 4 aims to create an open, understanding working environment and so we encourage you to speak to your manager. If you don't feel comfortable speaking to your manager you may find it helpful to have a confidential conversation with:

- your [People Partnering team](#)
- a trusted colleague
- [Mental Health First Aider](#)
- the [4Parents&Carers group](#)

You can also contact People Enquiries

These policies may also be helpful:

[Family Policies: Guidance Document](#)

[Adoption Leave Policy](#)

[Carers Leave Policy](#)

[Fertility Treatment Policy](#)

[Family/Maternity Leave Policy](#)

[Unpaid Parental Leave Policy](#)

[Family/Parental Leave Policy](#)

[Shared Parental Leave Policy](#)

[Pregnancy Loss Policy](#)

There are also support services you can access:

[Employee Assistance Programme \(EAP\)](#)

[Private Medical Insurance](#)

[Medigold](#)

External information and support

The following links are to external sites that you may find useful.

[Bliss](#) supports parents and families of premature or sick babies. They have information on neonatal leave and pay and they conduct research and campaign for change.



The [Lullaby Trust](#) gives advice about the care premature babies may need and how to help them sleep more safely, which is especially important for babies who were born prematurely or with a low birth weight.

[Rainbow Trust](#) is a children's charity that works with the whole family, focussing on supporting the baby's siblings. They also provide a transition service for parents whose babies can go home and they offer a continued service at home.

[Spoons](#) supports parents, siblings and the wider family through peer support networks, trauma therapy and counselling, and community groups.

Frequently asked questions (FAQs)

Do I need to provide proof of my child's neonatal care to apply?

No. We know this is a difficult time already and you don't need to provide proof that your child is receiving neonatal care.

How will neonatal leave pay be paid to me?

Neonatal leave pay is paid through payroll.

Policy owner	People Team
Approved by	<div></div>
Date of next review	Within 3 years