

## Maternity leave policy: Neonatal leave



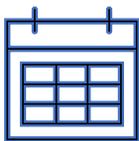
**What's new?** The University has updated its maternity leave policy to include neonatal leave.



**What is neonatal leave?** Neonatal Leave is available from day one for employees whose baby has been born prematurely and is hospitalised.



**Who's eligible?** Employees who are entitled to maternity leave, will also be entitled to an additional period of leave to add to the end of their maternity leave or shared parental leave if their baby is born prematurely and stays in hospital for at least 7 consecutive days in the first four weeks of the child's life.



**How many weeks is the additional leave?** The University will pay up to 12 weeks additional pay for neonatal care, which must be taken within 68 weeks of the child's birth.



**Where can I find the policy?** The University's Maternity Leave Policy (2025) is available at: <https://www.surrey.ac.uk/sites/default/files/2025-04/maternity-leave-procedure.pdf>

## Parental leave: Manager's toolkit



**Manager's toolkit:** Manager's responsible for line managing someone who is taking parental leave should refer to the University's Manager's toolkit: <https://portal.surrey.ac.uk/https/surreynet.surrey.ac.uk/sites/default/files/Parental%20Leave%20Information%20Pack%20for%20Managers%20FINAL%202023-4-24.pdf>

