Is the member of staff already in a period of statutory leave?

NO

NCLP can commence now.

NCLP commences after statutory leave is exhausted subject to written notice\*

NO

YES

Is the member of staff already in a period of statutory family leave?

YES

Is the baby still in neonatal care?

Parents are not eligible for NCLP.

NCLP commences after statutory leave is exhausted subject to written notice\*

NCLP can commence after written notice\*

NO

YES

NO

Check eligibility:

* Is the employee the parent or equivalent?
* Do they need leave to care for the baby?

[Check definition of parent or carer for NCLP.](https://hr.web.ox.ac.uk/neonatal-care-leave-and-pay#collapse5266501)

YES

YES

YES

NO

Was the baby admitted to, and in receipt of neonatal care for more than 7 days within their first 28 days?

Was the baby born after 6 April 2025?

NO

If the baby is in neonatal care on 6 April 2025 (but born prior) the department should contact the HRBP.

[\* *Notice requirements*](https://hr.web.ox.ac.uk/neonatal-care-leave-and-pay#collapse5266596)

Where the baby is in neonatal care and the parent is not on statutory leave, notice needs to be given as soon as possible.

Where the period of neonatal care leave is to be taken after other statutory leave, [notice requirements](https://hr.web.ox.ac.uk/neonatal-care-leave-and-pay#collapse5266596) are set out in the policy