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Employee Email Communication Template

Neonatal Care Leave Policy

To:

Subject: Update: New Neonatal Care Leave Policy

Dear [Employee's Name],

We are writing to inform you of a new neonatal care leave entitlement, introduced as part of recent legislative changes.

KEY DETAILS:

- **Eligibility:** Available to parents whose baby requires neonatal care within the first 28 days after birth.
- **Entitlement:** Up to 12 weeks of paid leave, in addition to existing parental leave allowances.
- **Application:** Notify [HR/Line Manager] and provide relevant documentation (e.g., hospital notice).

The employee handbook has been updated to reflect this policy. Please refer to it for additional details or contact [HR Contact/Email/Phone] for assistance.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]

Disclaimer: This resource is not a substitute for legal advice. This material is for informational purposes only.