

Parental Bereavement Leave Policy

1. Purpose and Scope

We are committed to supporting employees if they experience a bereavement. We have developed a policy to assist employees by providing time off in the event of the death of a child.

Parental bereavement leave is time off to deal with the death of a child if they die under the age of 18 or are stillborn. Eligible employees have a right to 2 weeks Statutory Parental Bereavement Leave and Statutory Parental Bereavement Pay.

2. Eligibility

You have the right to Parental Bereavement Leave if you are one of the following:

- biological parent
- adoptive parent if the child was living with them
- person who lived with the child and had responsibility for them, for at least 4 weeks before they died
- 'intended parent' – due to become the legal parent through surrogacy
- partner of the child's parent, if they live with the child and the child's parent in an enduring family relationship

You have a right to take Statutory Parental Bereavement Leave if:

- You are an employee
- Your child dies under the age of 18 or is stillborn after 24 weeks' pregnancy

You have this right from the day you start employment.

Statutory Parental Bereavement Leave can be taken in the 56 weeks following your child's death. If more than 1 child dies, you are entitled to 2 weeks' Statutory Parental Bereavement Leave for each child.

3. Statutory Parental Bereavement Pay

You are entitled to 2 weeks' Statutory Parental Bereavement Pay if:

- your child dies under the age of 18 or is stillborn after 24 weeks' of pregnancy
- you were employed when their child died
- you have worked for the organisation for at least 26 weeks, on the Saturday before the child's death
- you earn on average at least £120 per week, before tax

Statutory Parental Bereavement Pay is paid at the prevailing rates and subject to change each year. Please ask your line manager for the current rate of SPB pay

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4. Taking Statutory Parental Bereavement Leave

You can choose to take either 1 or 2 weeks of leave.

If you take 2 weeks, this can be taken in one block, or as 2 separate weeks. For example, you could take 1 week immediately after the death, and take the other week later such as at the anniversary of your child's death.

The leave must end within 56 weeks of the child's death. The date of the child's death is the first day of the 56 weeks.

5. Giving Notice to take Leave

You must inform the organisation (give 'notice') to use Statutory Parental Bereavement Leave.

To give notice, you must tell us:

- when you want the leave to start
- whether you want to take 1 or 2 weeks leave
- the date your child died

This notice does not have to be in writing if you are taking all the leave in one block.

6. Taking leave in the first 8 weeks

You can start your leave as soon as soon as you give notice if it is within 8 weeks (56 days) of your child dying.

You must tell us before you start the leave. This can be on the first day of leave as long it is before you are due to start work. For example, if you have started work and give notice to start the leave straight away the Statutory Parental Bereavement Leave must start the following day.

You can also cancel the leave if you tell us before the leave starts. This can be on the day the leave is due to start as long it is before your usual start time. Any cancelled leave can be taken later by giving notice again.

7. Taking leave after the first 8 weeks

If leave the leave is taken more than 8 weeks (56 days) after your child has died you must give us 1 week's notice:

- to take the leave
- if you want to cancel the leave

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Any cancelled leave can be taken later by giving notice again.

8. Claiming Statutory Parental Bereavement Pay

You must ask your manager in writing (give 'notice') to receive Statutory Parental Bereavement Pay. You must confirm:

- your name
- your entitlement to Statutory Parental Bereavement Pay
- the start and end dates of the leave you want to claim payment for
- the date of your child's death
- your relationship to the child

Notice must be given within 28 days of starting leave.

If you take the 2 weeks off separately (i.e. two blocks of one week) then you must give notice in writing for each week.

You can give notice for their leave and pay in one document.

Policy Issue Date	Director Signature
17 th April 2025	