Introduction 1. 1.1 The (even supp 1.2 This durin 1.3 This (unde pregr 1.4 **[**Our times 2. Who can tal 2.1 Pare availa 2.2 You 2.2.1 2.2.2 2.2.3 2.2.4 2.2.5 2.2.6 2.2.7 2.3 In ad entitle Length of le 3. 3.1 For e week start

any Name>> /ement Leave Policy Date>>

the loss of a child is among the most devastating never face and the Company is committed to pare facing such a loss.

eave Policy explains the rights to time off, pay ort offered to our employees.

rs of staff who have suffered the loss of a child parents who suffer a stillbirth after 24 weeks of

eave Policy highlights other forms of leave during

nt leave?

is available from day one of employment. It is death of a child under the age of 18.

ement leave if you are the:

child

hose with whom a child has been placed under neme, provided the placement is ongoing.

the child has been adopted but a Court Order ural' parent to have contact with the child.

y with a child who has entered Great Britain from whom has received official notification that they

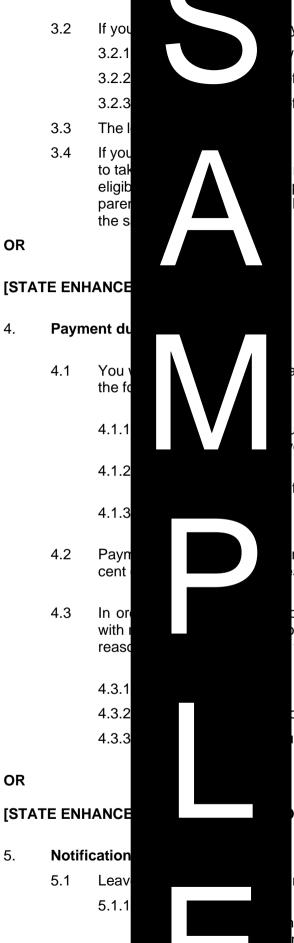
under a surrogacy arrangement where it was all order would be made.

omeone in whose home the child has been living four weeks before the death and has had day to the child. This includes guardians and foster clude paid carers.

who falls into the above categories, where they ily relationship with the child and their parent.

er a stillbirth after 24 weeks of pregnancy are vement leave.

ed away, a bereaved parent can take one or two ement leave. Parental Bereavement Leave may



3.2

3.3

3.4

4.1

4.2

4.3

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OR

5.

OR

4.

you are able to take the leave as:

eeks: or

f two weeks; or

f one week at different times.

time within 56 weeks of the date of bereavement.

after 24 weeks of pregnancy, you are still entitled maternity and paternity leave, provided you were paternity leave in the first place, in addition to Parental bereavement leave cannot be taken at paternity leave.

arental bereavement pay during leave if you meet

lously employed with us for at least 26 weeks by eek in which the child dies

weekly earnings are not less than the lower for national insurance purposes

by us on the date the child dies.

rate set by the Government each year or 90 per arnings (whichever is lower).

parental bereavement pay, you must provide us wing information within 28 days, or as soon as is first day of parental bereavement leave:

or stillbirth

fall into the one of the categories listed under

N]

5.1 rst 56 days of the death

> give any advance notice of taking parental e Company asks that you contact <<state job title r>> by telephone, email or text message by the



tart work on the day you wish leave to begin, or if soon as is reasonably practicable, giving the date on which leave will start and whether one or two

5.2 Leav

5.2.1

6. **Cancelling**

- 6.1 You of that the of lead it by I due the
- 6.2 To c
- 6.3 You o

7. Rights duri

7.1 Durin contil entitle paid.

8. Additional S

8.1 The overy spea to so

9. Flexible wo

9.1 The bene discu

ne first 56 days since the death

he week's advance notice of taking parental <<state job title egg. your line manager>> by t message, giving the date of the death, the date rt and whether one or two weeks is to be taken.

Ь

ave that you have already told us about, provided of already started. If you wish to cancel a period ithin the first 56 days of the death, you can cancel rmal start time on the day that leave was originally

o begin later than 56 days after the death, you an one week prior to the intended start date.

date of leave by following the notice requirements

ht leave

leave, all terms and conditions of employment will benefits will remain in place. For example, holiday crue and pension contributions will continue to be

t returning to work after the loss of a child will be de appropriate support to our employees. Please use counselling service>> if you would like to talk he service can be accessed by <<state>>.

at a temporary period of flexible working may be they have suffered a loss. If you would like to eak to <<state e.g. your line manager>>.

