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1. Introduction

- 1.1 The loss of a child is among the most devastating events an ever face and the Company is committed to support those who are facing such a loss.
- 1.2 This Bereavement Leave Policy explains the rights to time off, pay and support offered to our employees.
- 1.3 This policy applies to all members of staff who have suffered the loss of a child (under the age of 18) or parents who suffer a stillbirth after 24 weeks of pregnancy.
- 1.4 [Our Bereavement Leave Policy highlights other forms of leave during times of bereavement.]

2. Who can take Bereavement leave?

- 2.1 Bereavement leave is available from day one of employment. It is available in the event of the death of a child under the age of 18.
- 2.2 You may be eligible for Bereavement leave if you are the:
 - 2.2.1 Biological parent of the child
 - 2.2.2 Parent with whom a child has been placed under a placement order, provided the placement is ongoing.
 - 2.2.3 Person with whom the child has been adopted but a Court Order has been made for the 'natural' parent to have contact with the child.
 - 2.2.4 Person with whom a child who has entered Great Britain from overseas has been placed, where they have received official notification that they are the parent.
 - 2.2.5 Person with whom a child has been placed under a surrogacy arrangement where it was expected that a court order would be made.
 - 2.2.6 Person with whom a child has been living for four weeks before the death and has had day to day contact with the child. This includes guardians and foster parents, but does not include paid carers.
 - 2.2.7 Person with whom a child has been living who falls into the above categories, where they have a close family relationship with the child and their parent.
- 2.3 In addition, parents who suffer a stillbirth after 24 weeks of pregnancy are entitled to Bereavement leave.

3. Length of leave

- 3.1 For employees who are employed away, a bereaved parent can take one or two weeks of Bereavement leave. Parental Bereavement Leave may start on the day of the death.

3.2 If you are able to take the leave as:

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3.2.3 If you are able to take the leave as:

3.3 The leave must be taken within 56 weeks of the date of bereavement.

3.4 If you are entitled to maternity leave after 24 weeks of pregnancy, you are still entitled to take paternity leave in the first place, in addition to parental bereavement leave cannot be taken at the same time as paternity leave.

OR

[STATE ENHANCEMENT]

4. Payment during leave

4.1 You will receive parental bereavement pay during leave if you meet the following conditions:

4.1.1 You have been continuously employed with us for at least 26 weeks by the week in which the child dies

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

4.1.3 You are employed by us on the date the child dies.

4.2 Payment will be at the rate set by the Government each year or 90 per cent of your earnings (whichever is lower).

4.3 In order to receive parental bereavement pay, you must provide us with the following information within 28 days, or as soon as is practicable after the first day of parental bereavement leave:

4.3.1

4.3.2 or stillbirth

4.3.3 You must fall into the one of the categories listed under

OR

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5. Notification

5.1 Leave must be notified within the first 56 days of the death

5.1.1 You must give any advance notice of taking parental bereavement leave to the Company asks that you contact <<state job title>> by telephone, email or text message by the

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start 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 Leave within the first 56 days since the death

5.2.1 You must give one week's advance notice of taking parental leave to <<state job title egg. your line manager>> by the next message, giving the date of the death, the date you want leave to start and whether one or two weeks is to be taken.

6. Cancelling leave

6.1 You can cancel any leave that you have already told us about, provided it has not already started. If you wish to cancel a period of leave within the first 56 days of the death, you can cancel it by the next message, giving the date of the death, the date you want leave to start and whether one or two weeks is to be taken. If you wish to cancel leave after the normal start time on the day that leave was originally

6.2 To cancel leave that is to begin later than 56 days after the death, you should give one week's advance notice prior to the intended start date.

6.3 You can cancel leave after the date of leave by following the notice requirements above.

7. Rights during parental leave

7.1 During parental leave, all terms and conditions of employment will continue to apply. Your benefits will remain in place. For example, holiday entitlement, sick pay, and pension contributions will continue to be paid.

8. Additional support

8.1 The Company recognizes that returning to work after the loss of a child will be a very difficult time for our employees. Please speak to our Employee Counselling service if you would like to talk to someone. The service can be accessed by <<state>>.

9. Flexible working

9.1 The Company recognizes that a temporary period of flexible working may be beneficial for employees who have suffered a loss. If you would like to discuss this, please speak to <<state e.g. your line manager>>.

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