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1. Introduction

- 1.1 The loss of a child is among the most devastating events anyone can ever face and the Company is committed to supporting those who are facing such a loss.
- 1.2 This Parental Bereavement Leave Policy explains the rights to time off, pay and other 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 other] Parental Bereavement Leave Policy highlights other forms of leave during these times.

2. Who can take Parental Bereavement leave?

- 2.1 Parental Bereavement Leave is available from day one of employment. It is available to those who have suffered the death of a child under the age of 18.
- 2.2 You are eligible for Parental 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 agreement, provided the placement is ongoing.
 - 2.2.3 'Parental' parent of the child has been adopted but a Court Order has been made for you as 'parental' parent to have contact with the child.
 - 2.2.4 Person with whom a child who has entered Great Britain from overseas has received official notification that they are the parent of the child.
 - 2.2.5 Person who is acting as a parent under a surrogacy arrangement where it was a surrogacy order that would be made.
 - 2.2.6 Person who is acting as a parent in someone in whose home the child has been living for at least four weeks before the death and has had day to day contact with the child. This includes guardians and foster parents. This also includes paid carers.
 - 2.2.7 Person who has a close family relationship with the child and their parent.
- 2.3 In addition, those who suffer a stillbirth after 24 weeks of pregnancy are also eligible for Parental Bereavement leave.

3. Length of leave

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

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- 3.2 If you are able to take the leave as:
 - 3.2.1 weeks; or
 - 3.2.2 of two weeks; or
 - 3.2.3 of one week at different times.

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

3.4 If you are pregnant after 24 weeks of pregnancy, you are still entitled to maternity and paternity leave, provided you were eligible for paternity leave in the first place, in addition to Parental bereavement leave cannot be taken at the same time as paternity leave.

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4. Payment during leave

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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 of the rates 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 weekly 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 The name of the child
- 4.3.2 The date of birth or stillbirth
- 4.3.3 The date of death or stillbirth, and how it falls into the one of the categories listed under 3.2

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5. Notification

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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 first 56 days of the death

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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 by sending an email to <<state job title egg. your line manager>> by the next working day after the death, giving the date of the death, the date you wish leave to start and whether one or two weeks is to be taken.

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6. **Cancelling parental leave**

6.1 You can cancel parental leave that you have already told us about, provided you have 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 sending an email to <<state job title egg. your line manager>> by the next working day after the original start time on the day that leave was originally due to start.

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

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

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7. **Rights during parental leave**

7.1 During parental leave, all terms and conditions of employment will continue to apply. Your salary and 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. We will provide appropriate support to our employees. Please contact our Employee Assistance Programme (EAP) <<state e.g. your line manager>> if you would like to talk to someone. The service can be accessed by <<state>>.

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9. **Flexible working**

9.1 The Company recognizes that a temporary period of flexible working may be beneficial to employees who have suffered a loss. If you would like to discuss this, please contact our Employee Assistance Programme (EAP) <<state e.g. your line manager>>.

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