



Parental Bereavement Leave (full pay) Policy

Date of issue: December 2023
Reviewed: Spring 2024
Next Review: Spring 2026

Changes since previous version:

Community and Voluntary Controlled Schools should note that HCC has opted to pay full pay in these circumstances, and so they must follow this policy to avoid potential equal pay claims.

All other settings are free to choose whether to pay full or statutory pay (for which there is a separate policy), however consideration should be given to the significance of such an event in an employee's life and, thankfully, the relative rarity of it occurring.

Contents

1.	Introduction and scope	3
2.	Who can take Parental Bereavement Leave	3
3.	What leave can a bereaved parent take	3
4.	Notice to take Parental Bereavement Leave	3
5.	Changing your mind about taking Parental Bereavement Leave.....	3
6.	Pay during Parental Bereavement Leave	4
7.	Rights during Parental Bereavement Leave	4
8.	Returning to work after Parental Bereavement Leave	4

1. Scope

This policy applies to all employees. It has been subject to consultation with Trade Unions. It does not form part of anybody's contract of employment and may be varied.

The policy applies to employees who suffer the loss of a child under the age of 18. This includes parents who suffer a stillbirth after 24 weeks of pregnancy.

We recognise that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face.

2. Who can take Parental Bereavement Leave

Whatever your length of service, you can take this type of leave if you are the parent of the child who has passed away, or the partner of the child's parent. In general, you can take this type of leave if you have parental responsibility for the child. This includes adoptive parents and parents intended to become the legal parent through surrogacy.

If you have suffered a bereavement but are unsure if you are entitled to parental bereavement leave, please contact your line manager/the Headteacher for clarification.

3. What leave can a bereaved parent take

You can take two weeks of Parental Bereavement Leave. You can take the leave as:

- a single block of two weeks; or
- two separate blocks of one week at different times.

You cannot take the leave as individual days.

You can take the leave at the time(s) you choose within the 56 weeks after your bereavement. You might choose, for example, to take it at a particularly difficult time such as your child's birthday.

If you have lost more than one child, you have a separate entitlement to bereavement leave for each child who has passed away.

4. Notice to take Parental Bereavement Leave

If you need to take Parental Bereavement Leave within the first 56 days after your bereavement, you do not have to provide any notice.

Please let your line manager/the Headteacher know no later than when you are due to start work on the first day on which you wish to take leave or, if that is not feasible, as soon as you can.

To take leave more than 56 days after your bereavement, please give your line manager/the Headteacher at least one week's notice.

5. Changing your mind about taking Parental Bereavement Leave

You can cancel your planned leave and take it at a different time (within the 56 weeks after your bereavement).

Where your planned leave was due to begin during the first 56 days after your bereavement, please let your line manager/the Headteacher know you no longer wish to take it before your normal start time on the first day of the planned leave.

Where your leave was due to begin more than 56 days after your bereavement, please let your line manager/the Headteacher know at least one week in advance that you wish to cancel it.

You cannot cancel any week of Parental Bereavement Leave that has already begun.

6. Pay during Parental Bereavement Leave

We recognise the need to provide bereaved parents with as much support as possible, and we will continue to pay normal pay /during your leave.

7. Rights during Parental Bereavement Leave

During your leave, all the terms and conditions of your contract will continue.

This means that, all benefits will remain in place. For example, pension contributions will continue to be paid.

8. Returning to work after Parental Bereavement Leave

When you return to work after some time on Parental Bereavement Leave, you have the right to return to the same job.

However, a slightly different rule applies if you return from time on bereavement leave that follows on immediately from maternity, adoption, paternity leave or shared parental leave (taken in relation to the child who has passed away), and your total time on leave is more than 26 weeks.

In these circumstances, you have the right to return to the same job, unless this is not reasonably practical, in which case you have the right to return to a suitable and appropriate job on the same terms and conditions.