



# Procedures

## **Applying for Parental Bereavement Leave** Part of Supporting Family Life Overarching Policy

October 2021

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| <b>1.</b> | <b>INTRODUCTION</b>  |
|           | This Procedure, which applies is part of the Supporting Family Life suite of procedures, sets out guidelines on requesting and approving time off following the death of a child, under the age of 18 or experience a stillbirth after 24 weeks of pregnancy.  |
| <b>2.</b> | <b>ELIGIBILITY</b>   |
|           | <p>This policy applies to all categories of University staff and includes full-time, part-time, permanent, and fixed-term employees on UK Campuses if:</p> <ul style="list-style-type: none"> <li>• You are the parent of the child.</li> <li>• You are the partner of the child's parent. You lived in an enduring family relationship with the child and their parent.</li> <li>• You are the "parent in fact" of the child. You were, for a continuous period of at least four weeks before the child passed away, living with the child and had "day-to-day responsibility" for the child, but you were not paid to care for the child.</li> <li>• You are the child's adopter within the UK. The child was placed with you for adoption within the UK and the placement has not been disrupted.</li> <li>• The child was living with you following their entry into the UK for the purpose of adoption and you have received official notification in respect of the child.</li> <li>• You are the "natural parent" of a child who has passed away who is named in a court order, i.e. where a court orders some contact for an adopted child's birth parent.</li> <li>• You are the "intended parent" of the child (i.e. a parent using a surrogate).</li> <li>• You or your partner suffer a stillbirth after 24 weeks of pregnancy.</li> </ul> |
| <b>3.</b> | <b>ENTITLEMENT</b>   |
|           | <p>You are entitled to take 2 weeks of paid parental bereavement leave. The leave can start on or after the date of the death or still birth and must finish within 56 weeks of the date of the death or stillbirth.</p> <p>The leave can be taken as either:</p> <ul style="list-style-type: none"> <li>• a single block of two weeks; or</li> <li>• two separate week blocks at different times.</li> <li>• A week is the same number of days that you normally work in a week. In line with the Parental and Bereavement (Leave and Pay) Act 2018 UK, you cannot take the leave as individual days.</li> <li>• if you have lost more than one child, you have a separate entitlement to parental bereavement leave for each child who has passed away.</li> </ul> <p>If you experience a stillbirth after 24 weeks of pregnancy, you are also entitled to take maternity leave; please also see Procedures for Applying for Maternity Leave.</p>  |

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|------------|---|-------------------------|---|
| <b>4.</b>  | <b>PROCEDURE</b>  |                         |   |
|            | <p>If you wish to begin the leave <u>within the first 56 days</u> after the child’s death, you can take the leave straight away. You should advise your line manager/HR of your intention to take parental bereavement leave any time before your usual start time. However, we recognise that this may not be feasible therefore notice can also be provided as soon as it is “reasonably practicable” to do so.</p> <p>If you wish to begin the leave <u>more than 56 days</u> after the child's death, you will be required to give at least one week's notice of your intention to take parental bereavement leave.</p> <p>Your manager will complete a Parental Bereavement Leave/Pay form and submit this to HR for processing.</p>                     |                         |   |
| <b>4.1</b> | <b>RECORDING THE ABSENCE</b>  |                         |   |
|            | <p>Your manager should complete a Parental Bereavement Leave/Pay form and submit to HR via the <a href="#">HRHelpdesk</a>. HR will then write to the employee confirming details of the leave.</p>  |                         |   |
| <b>5.</b>  | <b>WHERE TO FIND HELP AND ADVICE</b>  |                         |   |
|            | <p><b>Internal Support</b><br/> <a href="#">Employee Assistance Programme</a><br/> <a href="#">Human Resources</a></p> <p>For linked Procedures and others referred to: <a href="http://www.hw.ac.uk/services/human-resources-policies.htm">http://www.hw.ac.uk/services/human-resources-policies.htm</a></p> <p><b>External Support</b><br/>                     Further external help and advice can be found on the <a href="#">HR Hub Wellbeing</a></p> <p>A list of UK organisations is summarised below:</p> <ul style="list-style-type: none"> <li>• <a href="#">Tommys</a></li> <li>• <a href="#">Lullaby Trust</a></li> <li>• <a href="#">Sands</a></li> <li>• <a href="#">NHS</a></li> <li>• <a href="#">The Miscarriage Association</a></li> </ul> |                         |   |
| <b>6.</b>  | <b>POLICY VERSION AND HISTORY</b>   |                         |   |
|            | <b>Version No</b>   | <b>Date of Approval</b> | <b>Approving Authority or responsible officer, as appropriate</b> |
|            | V. 1.0  | October 2021            | UE  |
|            |   |                         | <b>Brief Description of Amendment</b>                             |
|            |   |                         | Converting standard guidance into written procedure               |