



Parental Bereavement Leave

Policy

1. Introduction

The College is committed to supporting employees through their grief by ensuring that bereaved parents can take Parental Bereavement Leave; and offering any particular steps that they can take that can help employees during times of bereavement, for example via support from the Employee Wellbeing Programme or through a flexible return to work. The College recognises the need to offer as much support and understanding to all employees as possible during such difficult circumstances.

2. Purpose

The purpose of the statutory Parental Bereavement Leave scheme is to enable employees to take paid time off work to deal with the loss of their child.

The purpose of this policy and associated procedures is to:

- Outline the statutory entitlements for Parental Bereavement Leave
- Outline the notification steps employees must take to apply for Parental Bereavement Leave and book time off
- Ensure managers are aware of their responsibilities to employees who are covered by this policy.

3. Eligibility

All employees of the College are entitled to Parental Bereavement Leave if they:

- Have suffered from the death of a child under the age of 18 or suffered from a stillbirth after 24 weeks pregnancy.
- Have parental responsibility for the child. Entitlement includes not only birth parents, but also the partner of the child's parent, adoptive parents, the parents of children born through a surrogate and the "natural parents" of adopted children who have been granted some court-ordered contact.
- This includes the concept of a "parent in fact", which means someone who, for a continuous period of at least four weeks before the child died, lived with the child and had "day-to-day responsibility" for the child (but who is not being paid to look after the child).

4. Roles and Responsibilities

Employees

- In order to access the benefits outlined in this policy, employees must meet the formal requirements including the various notification procedures.
- Notify line manager if you will be taking a period of parental bereavement leave.

Line Managers

- Manage all cases in a timely and empathetic manner
- Communicate with employees as appropriate ensuring those on leave are kept informed of necessary communications
- Ensure any periods of parental bereavement leave are accurately recorded in MyView
- Provide support to employees affected by the loss of a child, utilising specialist services such as the Occupational Health Service.

Human Resources

- Manage all cases in a timely and empathetic manner.
- Provide further guidance and support on the application of this policy when required

5. Pay

Where the employee meets the eligibility requirement, they are entitled to take 2 weeks' paid parental bereavement leave at their normal pay rate for each child within 56 weeks of the date of the death of their child.

Parental Bereavement Leave is not available as individual days and can be taken as:

- A single block of two weeks; or
- Two separate blocks of one week at different times

Parental Bereavement Leave applies to each child, not to an individual's job, so any parental bereavement leave taken with previous employers will count towards the employee's total entitlement. Additional unpaid leave following the Parental Bereavement Leave may be granted at the discretion of the Head of Department/ School or nominee.

6. Rights during Parental Bereavement Leave

An employee who returns to work after a period of Parental Bereavement Leave is entitled to return from leave to the job in which the employee was employed before the absence.

However, if your leave is in conjunction with other absence and your total time off is more than 26 weeks, 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.

Continuity of employment is maintained during Parental Bereavement Leave, which means there is no break in service during the employee's absence from work.

All terms and conditions of employment remain in force during an employee's period of Parental Bereavement Leave. Employees will receive all pay awards and increments that apply during their Parental Bereavement Leave.

The employee's membership of the pension scheme continues and the period of Parental Bereavement Leave does count as pensionable service. The employee may contact the Payroll and Pensions Manager to seek advice and discuss any pension implications.

7. Other Forms of Support

- [Flexible Working Policy](#)
- [Employee Wellbeing Programme](#)

8. Related Policies:

- Absence Management Policy

Policy Schedule	
Policy Title	Parental Bereavement Leave
Policy Owner	Human Resources
Policy Lead Contact	Shez Kayani, Deputy Head of HR Operations
Consultation with College Unions	UCU, Unite and GMB
Approving Body	Executive Board
Date of Approval	April 2021
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