



Parental Bereavement Leave

Process

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.

Where the employee meets the eligibility requirement, they are entitled to take 2 weeks' paid 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 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.

Requesting Leave

To give notice, the employee must tell their employer:

- When they want the leave to start
- Whether they want to take 1 or 2 weeks leave
- The date their child died

1. Employees should notify their line manager of the period of leave they wish to take, no later than when they would have been due to start work on the first day of the leave or as soon as it is reasonably practical to do so. Within the first 56 days of a child's death, a bereaved parent can take the leave immediately.
2. If it is more than 56 days after the child's death, the employee should, where reasonably practical, give their line manager one week's notice of their intention to take the leave.

3. The above timescales apply where an employee may wish to change the dates of their Parental Bereavement Leave. Employees cannot cancel any week of Parental Bereavement Leave that has already begun.
4. Once informed of the dates the line manager needs to log the leave through MyView. A record of the absence will be kept in the Employee file by the Human Resources Department.