

## Parental Bereavement Leave Policy

### Introduction

Sandwell Metropolitan Borough Council recognise that, while dealing with any bereavement is difficult, the death of a child is amongst the most devastating events that an employee can ever face.

This policy sets out the Council's commitment to supporting bereaved parents through their grief by ensuring they can take parental bereavement leave.

This policy applies to all employees in circumstances where a child dies after 24 weeks of pregnancy.

### Who can take parental bereavement leave?

Where a child dies under the age of 18, parental bereavement leave will apply to:

- a child's legal parents, (natural and adoptive parents)
- a parent's partner, in an enduring family relationship; and
- others with a caring relationship to the child.

Where a son or daughter dies over the age of 18, parental bereavement leave will apply to:

- legal parents (natural and adoptive parents)
- a parent's partner, in an enduring family relationship (i.e. a relationship that was formed with the child while they were still under the age of 18).

### How long is the leave and when can it be taken?

Up to two weeks' paid leave can be taken, either as one block or in two one-week blocks. It may be taken at any time within 56 weeks of the child's death.

### What are the notice requirements for taking leave?

If the leave is to start within 56 days of the child's death, notice must be given to the employer before the day the leave is to start, or where that is not possible as soon as is reasonably practicable. If the leave is to start after that 56-day period, at least one week's notice must be given.

### What are the notice requirements for pay?

In order to receive parental bereavement leave pay, notice must be given to the employer in writing within 28 days of the start of the week's (or weeks') leave or as soon as is reasonably practicable. Employees must also provide a written declaration that they meet one of the qualifying conditions in terms of their relationship with the child.

### How much is the pay?

Parental Bereavement Leave will be on full pay, there is no qualifying period.

**What if I work part-time?**

Where an employee is part-time, the entitlement to parental bereavement leave will be pro-rata.

To apply for parental bereavement leave complete:

Parental bereavement leave application form (HR34.1s)



## Parental Bereavement Leave Application Form

**PERSONAL DETAILS:**

**Name:**

**JOB DETAILS:**

**Section:**

**Payroll No:**

**Location:**

**Grade:**

**Job Title:**

**Tel. No.:**

**REQUEST DETAILS:**

I wish to request \_\_\_\_\_ days Parental Bereavement Leave

From:

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To:

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1) Where a child dies under the age of age of 18, parental bereavement leave will apply to the following: (Please select the option which applies)

- a child's legal parents, (natural and adoptive parents)
  - a parent's partner, in an enduring family relationship; and
  - others with a caring relationship to the child.

2)  Where a son or daughter dies over the age of 18, parental bereavement leave will apply to the following: (Please select the option which applies)

- legal parents (natural and adoptive parents)
  - a parent's partner, in an enduring family relationship (i.e. a relationship that was \_\_\_\_\_ formed with the child while they were still under the age of 18).

**Signed:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**For Headteacher Use Only**

I recommend \*approval of/not to approve the application.

Comments (if applicable):

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant advised** \_\_\_\_\_

**Date:** \_\_\_\_\_