

PARENTAL BEREAVEMENT LEAVE AND PAY POLICY

1. INTRODUCTION

The Parental Bereavement Leave Regulations 2020 introduced an entitlement for bereaved parents to take up to two weeks' leave following the death of a child.

This policy sets out the entitlement to leave and pay for bereaved parents. The loss of a child is devastating, and we sincerely hope that none of our staff will need to access this policy. However, it is important that the entitlements for bereaved parents are easily accessible and digestible and the aim of this policy is to set these out, clearly and succinctly.

1.1 Purpose

This policy outlines the University's provisions for parental bereavement leave and pay.

1.2 Scope

This policy applies to parents and adults with parental responsibility employed by the University who lose a child under the age of 18 or suffer a stillbirth after 24 weeks of pregnancy.

While the Parental Bereavement Leave Regulations 2020 set out the right to time off for parents who experience a stillbirth using the legal/medical definition, the University acknowledges that pregnancy loss at any stage can be extremely difficult and would endeavour to support parents affected by this in a compassionate manner.

2. POLICY

2.1. Parental bereavement leave

2.1.1 The right to take parental bereavement leave

Employees who, at the date of the child's death, were one of the following, will be able to take parental bereavement leave regardless of their continuous service with the University:

- the child's parent
- the child's natural parent who has lost their legal status as parent following an adoption or parental order but in whose favour a contact order has been made
- a person with whom the child had been placed for adoption
- an adopter with whom the child was living, following the child's entry into Great Britain from outside the UK, and who had received official notification in respect of the child
- an intended parent of the child - someone who had applied, or intended to apply, during the period of 6 months beginning with the day of the child's birth for a parental order in respect of the child and who expected the court to make such an order
- the child's parent in fact - someone who for the previous 4 weeks lived with the child in the child's home and had day to day responsibility for the child's care
- the partner (regardless of sex or gender) of any of the above who was living in an enduring family relationship with that person and the child.

The right to parental bereavement leave will also apply to parents who suffer a stillbirth from week 24 of pregnancy onwards.

The right to parental bereavement leave applies per child.

2.1.2 Taking parental bereavement leave

The University recognises that losing a child is traumatic and that in most cases bereaved parents will require a significant period of time away from work to come to terms with their loss, and that in addition to the provisions set out in this policy they may have a period of long-term sickness absence.

2.1.2.1 Leave entitlement and how it can be taken

The minimum period of parental bereavement leave that can be taken is one week (which can start on any day of the week). It cannot be taken as individual days.

You can take either one week or two weeks' leave. If you decide to take two weeks' leave, the weeks do not have to be consecutive.

2.1.2.2 Timeframe within which leave entitlement can be taken

Parental bereavement leave can be taken within 56 weeks of the date of the child's death.

2.1.2.3 Notice requirements for taking leave

Within 56 days of the child's death

There is no requirement to provide advance notice in order to take parental bereavement leave within this time period. You will simply need to let your manager know before you are due to start work on your first day of absence or, if this isn't possible, as soon as is reasonably practicable.

After 56 days of the child's death

If parental bereavement leave is taken after 56 days following the child's death, you will normally be required to give at least one week's notice of taking leave.

Notification of taking leave

When notifying of your intention to take parental bereavement leave you will need to confirm the following:

- the date of the child's death;
- the date on which you want the period of leave to begin;
- whether you are taking one or two weeks.

Regardless of when you decide to take parental bereavement leave written notification is not required; a phone call or email to your line manager will be sufficient. However, if you prefer, there is a template form (PBL1) which can be completed and emailed to your line manager.

Recording parental bereavement leave

Line managers must notify the relevant HR Administration team, by email, to ensure any periods of parental bereavement leave are correctly recorded on Keele People.

Cancelling a period of parental bereavement leave

To cancel a period of parental bereavement leave you will normally need to give the same amount of notice as you were required to give to take the leave. However, once a period of parental leave has commenced you will not be able to cancel it.

Line managers must notify the relevant HR Administration team, by email, should a member of staff cancel a period of requested parental bereavement leave to ensure that their record is updated on Keele People.

Continuing terms and conditions of employment

Your contract of employment continues throughout your parental bereavement leave, unless either you or the University expressly ends it, or it expires.

During parental bereavement leave, you will continue to benefit from the terms and conditions of employment which would have applied had you been at work, and you will accrue annual leave during parental bereavement leave.

Rights on returning to work

At the end of parental bereavement leave you have the right to return to the job in which you were employed before the absence.

If a period of parental bereavement leave is combined with a period of statutory leave and the absence totals more than 26 weeks you have the right to return to the same job or, if that is not reasonably practicable, to another job which is both suitable and appropriate for you to do in the circumstances.

2.1.3 Parental bereavement pay

All University employees who take parental bereavement leave will receive their normal pay¹, this will include any entitlement² to statutory parental bereavement pay.

Occupational parental bereavement pay includes any entitlement to statutory parental bereavement pay. If statutory parental bereavement pay is greater than occupational parental bereavement pay, you will receive statutory parental bereavement pay.

To receive parental bereavement pay you will need to complete and submit the PBP1 form, within 28 days from the first day of parental bereavement leave or where it is not reasonably practicable to give such notice, as soon as is reasonably practicable.

2.3 Supporting you and your return to work

We understand that if you suffer the loss of a child you will deal with this in your own way, and it is therefore vital that the support we provide you with is appropriate and meets your individual needs. Your line manager/HR will discuss with you your preferred approach around matters such as frequency of contact, method of contact, accessing Occupational Health and/or staff counselling, etc.

The University recognises that returning to work after the loss of a child will be extremely difficult. The University aims to provide appropriate support and

¹ Normal pay is defined as the salary/wage that would have been received had you not been absent on parental bereavement leave. It includes non-superannuable allowances but excludes pay in relation to voluntary overtime.

² To be eligible to receive statutory parental bereavement pay employees must meet the definition of a bereaved parent and must:

- have more than 26 weeks' continuous employment with the University ending with the week before the week in which the child died and still be employed by the University on the day their child dies and
- have normal weekly earnings in the 8 weeks up to the week before the child's death that are not less than the lower earnings limit for national insurance contribution purposes.

encourages you to seek advice and support if you are in need of it. Such advice and support can be obtained by speaking with your line manager or contacting, in confidence, a member of the [Employee Relations team](#) and/or Occupational Health.

3. ROLES AND RESPONSIBILITIES

3.1 Employees

- a) To notify their manager if they will be taking a period of parental bereavement leave.

3.2 Line Managers

- a) To ensure staff are made aware of this policy where applicable.
- b) To ensure the relevant HR Administration team are notified, by email, of any periods of parental bereavement leave so they can be accurately recorded on Keele People.
- c) To provide support to employees affected by the loss of a child, utilising specialist services such as the Occupational Health Service.

3.3 Human Resources

- a) To provide further guidance and support on the application of this policy as required.

4. RELATED POLICIES AND PROCEDURES

- a) Maternity Leave and Pay Policy and Procedure
- b) Flexible Working Policy and Procedure

5. REVIEW, APPROVAL & PUBLICATION

5.1 As a general principle, this policy will be reviewed by the HR Department, in consultation with recognised Trade Unions, after three years or where operational and/or legislative requirements change. Any revisions will be approved in accordance with UEC and Council procedures, where applicable.

5.2 This policy is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment, or withdrawal.

5.3 This policy will be published on the University policy zone web page and will also be accessible via the Human Resources web pages.

5.4 Equality issues have been taken into account during the development of policy and all protected characteristics have been considered as part of the Equality Analysis undertaken.

6. ANNEXES

Annex A – Notification of Parental Bereavement Leave Form (PBL1)

Annex B – Parental Bereavement Pay Form (PLB1)

7. DOCUMENT CONTROL INFORMATION

Document Name	Parental Bereavement Leave and Pay Policy
Owner	Chief People Officer, Human Resources
Version Number	1.1
Equality Analysis Form Submission Date	20 December 2023
Approval Date	19 December 2023
Approved By	Chief People Officer (minor edits)
Date of Commencement	6 April 2020
Date of Last Review	19 December 2023
Date for Next Review	19 December 2026
Related University Policy Documents	a) Maternity Leave and Pay Policy and Procedure b) Flexible Working Policy and Procedure
<i>For Office Use – Keywords for search function</i>	

Annex A – Notification of Parental Bereavement Leave Form (PLB1)

We are very sorry for your loss and would like to express our sincere condolences. Employees who lose a child under the age of eighteen, or suffer a stillbirth after 24 weeks of pregnancy, are entitled to two weeks of paid parental bereavement leave. The leave can be taken in blocks of one week, two consecutive weeks, or two separate weeks. It can be taken at any time during the first 56 weeks after the child’s death.

Regardless of when you decide to take parental bereavement leave, written notification is not required; a phone call or email to your line manager will be sufficient. However, if you prefer, you can complete this form and email it to your line manager. Alternatively, your line manager can complete this form on your behalf using the details provided to them.

Further information regarding Parental Bereavement Leave and Pay can be found on the [policies, procedures, and guidelines](#) page on the Human Resources website.

If you require any further advice, please contact a member of the [Employee Relations team](#).

Notification timescales

Within 56 days of the child’s death:

There is no requirement to provide advance notice in order to take parental bereavement leave within this time period. You will simply need to let your manager know before you are due to start work on your first day of absence or, if this isn’t possible, as soon as is reasonably practicable.

After 56 days of the child’s death:

If parental bereavement leave is taken after 56 days following the child’s death, you will normally be required to give at least one week’s notice of taking leave.

1. Personal Details									
Employee Name:									
Job Title:	School/Department:								
Home Address:	Tel No (Work):								
	Tel No (Home):								
2. Details of Parental Bereavement Leave									
Please confirm the following:									
Date of child’s death:	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; background-color: black;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; background-color: black;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								

Dates of leave taken:

Start Date:

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Finish Date:

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Start Date:

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Finish Date:

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You can take either one week or two weeks' leave, and the two weeks do not have to be consecutive. The leave can be taken at any time during the first 56 weeks after the child's death.

Form completed by: _____ (name)

Employee Line Manager Other _____ (please state)

Signature

Date _____

Annex B – Form PLB1

PARENTAL BEREAVEMENT PAY FORM (PBP1)

We are very sorry for your loss and would like to express our sincere condolences. Employees who lose a child under the age of 18, or suffer a stillbirth after 24 weeks of pregnancy, are entitled to two weeks of paid parental bereavement leave. The leave can be taken in blocks of one week, two consecutive weeks, or two separate weeks. It can be taken at any time during the first 56 weeks after the child’s death or stillbirth.

To ensure the University can support you at this difficult time and process your parental bereavement leave pay in a timely manner, this form should be submitted to the relevant [HR Administration team](#) within 28 days from the first day of parental bereavement leave, or where this is not possible, as soon as is reasonably practicable.

You will receive your normal pay during any period of parental bereavement leave which will include any entitlement to statutory parental bereavement pay. In order to process any eligible statutory pay the University is required to obtain written confirmation that you meet the eligibility requirements.

Additional information regarding Parental Bereavement Leave and Pay can be found on the [policies, procedures, and guidelines](#) page on the Human Resources website. If you require any further advice please contact a member of the [Employee Relations team](#).

1. Personal Details											
Employee Name:											
Job Title:	Faculty/Directorate:										
Home Address:	Tel No (Work):										
	Tel No (Home):										
2. Details of Parental Bereavement Leave											
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Start Date:

Finish Date:

You can take either one week or two weeks' leave, and the two weeks do not have to be consecutive. The leave can be taken at any time during the first 56 weeks after the child's death or stillbirth.

3. Declaration

You must meet one of the conditions of entitlement below in order for statutory parental bereavement pay to be processed. Please tick to confirm that you are one of the following:

- the child's parent
- the child's natural parent who has lost their legal status as parent following an adoption or parental order but in whose favour a contact order has been made
- a person with whom the child had been placed for adoption
- an adopter with whom the child was living, following the child's entry into Great Britain from outside the UK, and who had received official notification in respect of the child
- an intended parent of the child - someone who had applied, or intended to apply during the period of 6 months beginning with the day of the child's birth for a parental order in respect of the child and who expected the court to make such an order
- the child's parent in fact - someone who for the previous 4 weeks lived with the child in the child's home and had day to day responsibility for the child's care
- the partner (regardless of sex or gender) of any of the above who was living in an enduring family relationship with that person and the child.

Please also confirm that you have been employed by the University for 26 weeks at the relevant week (the week immediately before the one in which the child died)

Signature _____

Date _____