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Staff Handbook

Schedule 33 - Parental Bereavement Leave & Pay Policy

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Schedule 33

Parental Bereavement Leave & Pay Policy

1. About this policy

- 1.1 This policy outlines the statutory rights and responsibilities for parental bereavement leave and pay in the tragic event of the death of a child or stillbirth, which was introduced with effect 6th April 2020
- 1.2 It entitles eligible working parents to two weeks of paid parental bereavement leave if your child or child in your care has died or been stillborn after 24 weeks of pregnancy.
- 1.3 Aire Logic will endeavour to offer all the help and support we can during this difficult time. Please feel comfortable to reach out to us if there's anything you need.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Eligibility

- 2.1 You are entitled to parental bereavement leave following the death of a child under the age of 18, or stillbirth after 24 weeks of pregnancy, if you or your partner:
 - Is the child's parent or foster parent;
 - Has had the child placed with them for adoption (whether by a UK adoption agency or from overseas);
 - Is their intended parent under surrogacy arrangement;
 - Is the natural parent of a child who has since been adopted by someone else and there is a court order allowing you or your partner to have contact with the child;
 - Looks after the child in your own home, other than as a paid carer, and have done so for at least four weeks
- 2.2 You must also give notice as required in the procedure.
- 2.3 You're entitled to 2 weeks and these can be taken in blocks of one week, two consecutive weeks, or two separate weeks and can be taken any time during the first 56 weeks after the child's death or stillbirth.
- 2.4 If you are taking any other type of parental leave, e.g. maternity, when the child died or stillbirth happens, any parental bereavement leave must start after the other period of leave has ended.
- 2.5 If the parental bereavement leave is interrupted by any other type of parental leave, any remaining parental bereavement leave may be taken after the other leave if this is still within the 56 weeks.

3. Parental Bereavement Pay

- 3.1 To receive statutory bereavement pay, you must:
 - Have been continuously employed by your employer for at least 26 weeks up to the end of the relevant week (the relevant week is the week immediately before the week of the death or stillbirth)
 - Continue to be employed up to the day the child dies or is stillborn
 - Earn on average £120 a week before tax (gross) over an 8 week period
 - Give your employer the correct notice and information for Statutory Parental Bereavement Pay

3.2 You'll be entitled to get either £151.97 a week or 90% of your average weekly earnings (whichever is lower) if you're eligible, as set out by the Government.

3.3 You'll need to ask for Statutory Bereavement Pay within 28 days, starting from the first day of the week you're claiming payment for.

4. **How to Claim**

4.1 If you are eligible for Statutory Bereavement Leave & Pay, please provide us with notice. How much notice depends on when you're taking the leave;

4.2 **0 to 8 weeks** after the child's death or stillbirth - please provide us notice before you would normally start work on the first day of the week or weeks you would like to take off

4.3 **9 to 56 weeks** after the child's death or stillbirth - please provide us notice at least one week before the start of the week or weeks you would like off

4.4 The notice will need to include the date of the child's death or stillbirth, when you'd like your parental bereavement leave to begin and how much leave you are taking (either 1 or 2 weeks).

4.5 You can speak with us either via phone, leave a voicemail, send a text message or email. You don't need to give us notice in writing and you don't need to provide proof of death or stillbirth.

4.6 When claiming Statutory Parental Bereavement Pay, you'll need to provide us with the following information in writing - your name, the dates of the period you want to claim Statutory Bereavement Pay and the date of the child's death or stillbirth.

4.7 You'll also need to complete a declaration confirming you're eligible. This can be done via the .gov declaration form online, or you can declare in writing your eligible because of your relationship to the child or baby.

5. **Cancelling your leave or pay**

5.1 You can change your mind and cancel your Statutory Parental leave or pay, you'll just need to provide notice for this. The notice depends on when your leave or pay is due to start;

5.2 Parental Bereavement Leave - If your leave is due to start within 8 weeks of the death or stillbirth, please let us know about the cancellation no later than the time you would normally start work on the first day planned leave. If it's due to start within 9 weeks or later, please let us know no later than one week before the start of the planned leave

5.3 Statutory Bereavement Pay - If your pay was due to start within 8 weeks of the child's death or stillbirth, please provide us with notice on the first day of the week you want to cancel. If your pay was due to start 9 weeks or later, please tell us you want to cancel one week before your pay was due to start.

6. **Support**

Below are links to some relevant charities who may be able to provide you with support and guidance during this difficult time:

[Child Bereavement UK](#)

[The Compassionate Friends | Grieving parents \(tcf.org.uk\)](#)

[NHS England » Learning from deaths: Information for families](#)