

## Parental Bereavement Leave Policy

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## Parental Bereavement Leave Policy

### INTRODUCTION

The loss of a child is traumatic. This policy aims to give parents who suffer this loss reasonable paid time off work in addition to the 5 days under the Special Leave policy. This additional leave can be taken flexibly over a period of 56 weeks from the date of death.

The policy applies to employees and elected members.

### DEFINITIONS

“**Parent**” is defined widely. As well as birth parents, it includes step-parents, adoptive parents, long term foster carers, kinship carers and any person who in practice has caring responsibilities for a child.

“**Child**” means someone under the age of 18. This includes a stillborn child born after 24 weeks of pregnancy.

### THE RIGHT TO LEAVE

Any bereaved parent is entitled to take two weeks' leave. They will receive their basic contractual pay during this period.

### WHEN CAN LEAVE BE TAKEN?

Leave can be taken at any time from the date of death until 56 weeks after the death.

### DOES IT HAVE TO BE TAKEN IN ONE BLOCK?

Leave can be taken either in one two week period or in two periods of one week.

### HOW DO I TAKE LEAVE?

If you wish to take leave during the first 6 weeks after the death, you do not need to give advance notice. However, you must advise your line manager that you are taking the leave.

If you wish to take leave after 6 weeks, you must give your manager at least one week's notice in writing.

If a parent suffers the death of more than one child, they are entitled to separate periods of leave for each.