Type company name here to auto-populate document

# [Company]

# Parental Bereavement Leave and Pay Policy

### Who is covered by this policy?

If you have suffered the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy you are entitled to unpaid Statutory Parental Bereavement Leave (SPBL)

You are eligible for this entitlement if you are the parents or primary carer of the child. This includes adopters, foster parents and guardians, as well as more informal groups such as close relatives or family friends who have taken responsibility for the child’s care in the absence of the parents.

You will be entitled to Bereavement Leave regardless of your length of service with [Company], however to qualify for Statutory Parental Bereavement Pay you will need to have worked for the Company continuously for a minimum of 26 weeks (by the end of the week before the week of the child’s death), and be earning above the [lower earnings limit for National Insurance contributions](https://www.gov.uk/government/publications/rates-and-allowances-national-insurance-contributions/rates-and-allowances-national-insurance-contributions) a week on average for the period of 8 weeks ending on the date of the death of the child.

### What am I entitled to?

You are entitled to two weeks’ bereavement leave and, subject to qualifying conditions, two weeks' statutory parental bereavement pay (SPBP) which you can take as separate weeks or a block of two weeks together. SPBL must be taken as whole weeks.

If more than one child dies there is an entitlement to separate leave and, if qualified, pay for each child.

The amount of payment will be the statutory flat rate used for similar types of leave such as maternity and paternity leave or 90% of your average weekly earnings if this is lower.

If you lose a child from 24 weeks’ gestation or whilst already accessing an existing family related leave and pay right, for example Maternity or Paternity Leave, you are entitled to take or remain on that leave for its duration. Statutory Bereavement Leave and pay is an additional right.

### How do I request Statutory Parental Leave and Pay and what will happen?

In the event of such a bereavement, [Company] will not require you to give notice for leave taken immediately or within eight weeks after the death of the child. You simply need to tell us on your first day of absence that you are absent from work because you are exercising your entitlement to parental bereavement leave.

The leave must be taken within 56 weeks of the child’s death, and if not taken within eight weeks we would ask that you give the Company as much notice as possible, and a minimum of one week, prior to taking the leave. Please complete the form at Appendix 1 ‘Notice of Intention to take Parental Bereavement Leave and Pay’.

To allow us to undertake the necessary administration in order to claim parental bereavement pay, you will need to notify us that you meet the qualifying conditions for Statutory Parental Bereavement Pay within 28 days of the leave starting or if this isn’t possible as soon as you can. In order to facilitate this, you should complete the form at Appendix 1 ‘Notice of Intention to take Parental Bereavement Leave and Pay’.

# Appendix 1

# [Company]

### Notice of Intention to Take Parental Bereavement Leave and Pay

You should complete this form if you wish to request a period of Parental Bereavement Leave and if you wish to claim Statutory Parental Bereavement Pay

|  |  |
| --- | --- |
| Name of Employee: |  |
| Job Title: |  |
| Date of death or stillbirth of the child? |  |
| What is your relationship to the child e.g. Parent, guardian,carer etc. |  |
| Are you currently on any other form of parental leave such as maternity or paternity leave? If so, what is the end date of this leave? |  |

Statutory Parental Bereavement Leave

|  |  |
| --- | --- |
| What date would you like your first week of Statutory Parental Bereavement Leave to start?(Leave must be taken as a full week). |  |
| What date would you like your second week of Statutory Parental Bereavement Leave to start?(This need not be continuous with the first week). |  |

If you are entitled to Statutory Parental Bereavement Pay this will be paid in the normal way where possible at the next payroll date following each week of Statutory Parental Bereavement Leave.

I confirm that I meet the following criteria for eligibility for Statutory Parental Bereavement Pay:

[ ]  I am the parent of carer for a child under 18 who has died, or I (or my partner) have suffered a stillbirth from 24 weeks of pregnancy.

[ ]  have been employed by the Company for at least 26 weeks at the date of the death of the child.

To be eligible you also need to have earned more than the National Insurance lower earnings limit on average for the period of 8 weeks ending on the date of the death of the child. The Company will check and confirm this calculation for you.

Signed: (Employee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_