



Parental Bereavement Leave Policy

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Version	Date	Amendments	Author	Status
0.1 to 0.4	Oct 2021 to Oct 2022	Initial Draft – Reviewed by the HR Team & the Trust Board. Consultation Process – Draft shared with the working group consisting of Senior Leaders, HR, and the Trade Unions.	Lisa-Marie McGrath	Consulted & Reviewed, and implemented agreed points
1.0	01/12/2022	Final Draft – Approved by the CEO and The Trust Board	Lisa-Marie McGrath	Approved
2.0	01/02/2024	N/A	Lisa-Marie Flynn	Approved

Parental Bereavement Leave Policy

1. ABOUT THIS POLICY

- 1.1 This policy sets out the arrangements for parental bereavement leave, a type of compassionate leave intended to help employees deal with the death of a child or a stillbirth after at least 24 weeks of pregnancy.
- 1.2 For compassionate leave in other circumstances, please see our Compassionate Leave Policy.
- 1.3 This policy applies to all employees. However, it does not apply to agency workers, consultants, or self-employed contractors.

2. ENTITLEMENT TO PARENTAL BEREAVEMENT LEAVE

- 2.1 You are entitled to parental bereavement leave (PBL) if a child has died or been stillborn after 24 weeks of pregnancy, and you or your partner:
- are their parent or foster parent;
 - have had the child placed with you for adoption (whether by a UK adoption agency or from overseas);
 - are their intended parent under a surrogacy arrangement;
 - are 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;
 - look after the child in your own home, other than as a paid carer, and have done so for at least four weeks (a parent "in fact").
- 2.2 Parental bereavement leave can be one week, two consecutive weeks, or two separate weeks. It can be taken any time during the first 56 weeks after the child's death.
- 2.3 Further unpaid compassionate leave may be available under our Compassionate Leave Policy at our discretion. Please speak to your Line Manager/SLT if you require additional time off in addition to parental bereavement leave.

3. PARENTAL BEREAVEMENT PAY

- 3.1 You may qualify for statutory parental bereavement pay (SPBP) during parental bereavement leave if:
- you have at least 26 weeks' continuous employment ending on a Saturday before the child died; and

- you earn at least the lower earnings limit for class 1 national insurance contributions.
- 3.2 SPBP is only payable in respect of whole weeks of leave, at the same rate as statutory paternity pay. The rate is set by the government each tax year.
- 3.3 We recognise the need to provide bereaved parents with as much support as possible, and we will continue to pay normal pay during your leave. This includes any statutory parental bereavement pay that may be payable for that week.
- 3.4 For salaried employees, full pay is based on your basic pay. It is based on an average of over two months for hourly-paid employees.

4. LEAVE IN THE FIRST EIGHT WEEKS

- 4.1 In the first eight weeks after a child has died, there is no need to give advance notice to take parental bereavement leave. However, please notify your Line Manager/SLT as soon as you can on the day you want your leave to start, preferably before the time you would normally start work, where possible.
- 4.2 If you have already started work, your parental bereavement leave period will start on the following day. However, we would usually allow you to take the rest of the day off as compassionate leave.
- 4.3 You can cancel any planned parental bereavement leave in the first eight weeks by telling us at any time before the leave starts and no later than the time you would normally start work on the first day of the leave period. You cannot cancel leave once it has started.

5. LEAVE AFTER MORE THAN EIGHT WEEKS

- 5.1 To take parental bereavement leave more than eight weeks after the child has died, please give your Line Manager/SLT at least a week's written notice.
- 5.2 Parental bereavement leave can be cancelled with a week's written notice and re-booked by giving a week's written notice.

6. WRITTEN CONFIRMATION

- 6.1 We will ask you to confirm the following information in writing within 28 days of starting any period of parental bereavement leave:

- your name;
- the date the child died or was stillborn;
- the dates of paid or unpaid parental bereavement leave taken; and
- your relationship to the child.

7. STILLBIRTHS, NEONATAL DEATHS, ADOPTIONS, AND SURROGACY

- 7.1 Entitlement to maternity leave and pay (see our Maternity Leave Policy) is not affected if your child has died or has been stillborn. You can take maternity leave in addition to parental bereavement leave.
- 7.2 You may be entitled to adoption leave and pay due to a child being placed with you for adoption or because you are an intended parent under a surrogacy arrangement (see our Adoption Leave Policy). If the child has died or been stillborn, adoption leave entitlement runs for another eight weeks from the end of the week the child died (unless it would have already ended sooner). This is in addition to your right to parental bereavement leave.
- 7.3 You may be entitled to paternity leave and pay as a result of the birth of a child (including a birth to a surrogate mother) or the placement of a child with you for adoption (see our Paternity Leave Policy). In addition, if your child has died or been stillborn, you can take paternity leave in addition to parental bereavement leave.

