

Bereavement Leave and Pay Policy & Procedure

Purpose

This policy is designed to support employees when a relative, partner or partner's immediate relative dies.

Scope

This policy applies to all staff employed by the University.

1 Introduction

- 1.1 Bereavement leave is leave requested by an employee to deal with all necessary arrangements following the death of a relative, partner or partner's immediate relative and/or to attend their funeral.

2 Entitlement

- 2.1 Employees are entitled to take bereavement leave as they require up to a maximum as follows:

6 days paid leave	-	Death of spouse, partner, parents, stepparents, grand-parents, sibling, partner's parents.
1 day paid leave	-	Death of other immediate relative or partner's immediate relative.

- 2.2 Entitlements for those employees who have suffered the loss of a child (i.e. under the age of 18) are detailed in Section 3.

3 Parental Bereavement Leave & Pay

- 3.1 Statutory Parental Bereavement Leave (SPBL) provides all employees with up to 2 weeks leave if their child dies before the age of 18 or they suffer a stillbirth after 24 weeks of pregnancy. If more than one child dies the employee is entitled to 2 weeks SPBL for each child.

- 3.2 Regardless of length of service, employees are eligible to take SPBL if they are the:

- Biological parent
- Adoptive parent
- Person who lived with the child and had responsibility for them, for at least 4 weeks before they died
- Intended parent (due to become the legal parent through surrogacy)
- Partner of the child's parent, if they live with the child and the child's parent in an enduring family relationship.

- 3.3 SPBL can be taken in the 56 weeks following the child's death.

3.4 If you are a bereaved parent, you can take the leave as:

- a single block of two weeks; or
- two separate blocks of one week at different times.

A week of SPBL relates to a normal working week for that employee.

3.5 All employees will receive full pay for the first six days of SPBL.

3.6 Employees who have been continuously employed at the University for 26 weeks on the Saturday before the child's death will also be eligible to receive Statutory Parental Bereavement Pay (SPBP) providing they earned on average the equivalent of the lower earnings limit for National Insurance contributions for the previous 8 weeks. Employees eligible for SPBP will receive the first six working days at full pay and in addition will be paid the remainder of the two weeks SPBL at the SPBP rate.

3.7 If you're taking another type of statutory leave (for example, maternity leave or paternity leave) when the child dies or stillbirth happens, your Parental Bereavement Leave must start after the other leave has ended but does not have to be taken immediately after. This includes if the statutory leave is for another child.

3.8 If your Parental Bereavement Leave is interrupted by the start of another type of statutory leave, you can take your remaining entitlement to Parental Bereavement Leave after that other leave has ended. Your remaining Parental Bereavement Leave must still be taken within 56 weeks of the date of death or stillbirth.

3.9 You can take Parental Bereavement Leave between blocks of shared parental leave that you booked before the child died. This includes if the shared parental leave is for another child.

4. Notification Procedure (Any Bereavement Leave)

4.1 Wherever possible employees should request leave in advance from their line manager. However, given the purpose of this leave it is recognised that this will not always be possible.

4.2 In all cases employees should complete a Bereavement Leave form available from the Human Resources website and forward to their line manager. Once authorised the form should then be sent to Human Resources so that payroll / HR records can be updated

4.3 Where it is not possible to notify the manager in advance of taking leave, the employee (or relative or friend) must contact their manager on the first day of absence and notify them of the death of their child, relative, partner or partner's immediate relative and the likely duration of absence.

4.4 Employees wishing to take SPBL must notify us of their intention to do so and confirm

- When they want the leave to start
- whether they want to take 1 or 2 weeks leave
- the date their child died

If it is within 8 weeks (56 days) of their child dying, an employee can start their SPBL as soon as they give notice. If the leave is to be taken 8 weeks (56 days) after their child died, the employee must provide 1 weeks' notice.

4.5 If you are unsure if you qualify for Bereavement Leave, Statutory Parental Bereavement Leave or Pay then please contact HR for advice.

5. Cancelling Leave

- 5.1 Employees can cancel bereavement leave if they inform their line manager / Human Resources before their leave starts. This can be on the day leave is due to start as long as it is before the employee would usually be due to start work.
- 5.2 For SPBL any cancelled leave can be taken later by providing notice again.

6. Additional Leave

- 6.1 Where an employee is unable to return to work following bereavement leave, they should discuss with their manager taking any further period of absence as either annual leave, flexi-leave, unpaid leave or sick leave. In the case of sickness absence, a 'Statement of Fitness for Work' must be obtained and returned to the manager in accordance with the Management of Sickness Absence Procedures.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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Compliance Checks:	HRG regularly review to ensure compliance
Related Policies/Procedures:	Management of Sickness Absence Flexi time for support staff Staff Handbook

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V1.1	Sept 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	Nov 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager
V2.0	Sept 2021	Major revision to include Statutory provision for Parental Bereavement Leave and Pay	HR Manager