

PARENTAL BEREAVEMENT LEAVE POLICY

INTRODUCTION

Tayside Contracts recognises that the death of a child is devastating and we aim to support employees during these challenging times.

This policy outlines entitlement to paid parental bereavement leave for Tayside Contracts' employees.

SCOPE OF POLICY

This policy applies to all employees working at all levels and grades within Tayside Contracts who are bereaved parents of a child under 18 or who have suffered a stillbirth from 24 weeks of pregnancy on or after 6 April 2020.

If you and your partner suffered a stillbirth from 24 weeks of pregnancy, you are also entitled to maternity leave and paternity leave respectively, therefore, this policy should be read in conjunction with the Maternity Leave and Pay Policy and the Maternity/Adoption Support and Paternity Leave and Pay Policy.

PARENTAL BEREAVEMENT LEAVE ENTITLEMENT

Irrespective of your length of service, you are entitled to two weeks* parental bereavement leave which will be paid at your normal contractual pay providing you:

- ✓ have parental responsibility** for the child who has died; and
- ✓ the child was under the age of 18; or
- ✓ had a stillbirth from 24 weeks of pregnancy.

*Your normal working pattern in two calendar weeks.

**Parental responsibility means you are the primary carer. You may be a stepparent, adoptive parent, long-term foster parent, kinship carer and in some cases, a close relative or family friend who informally assumed responsibility for the care of the child in the absence of parents but you did not have legal status as the parent. It also applies to employees who expected to be granted a parental order in respect of the child who has died.

If you lose more than one child, you are entitled to separate parental bereavement leave and pay for each child.

The entitlement to parental bereavement leave is not in addition to bereavement leave i.e. the maximum bereavement leave for bereaved parents of a child under 18 or who suffer a stillbirth from 24 weeks of pregnancy is two weeks.

TAKING PARENTAL BEREAVEMENT LEAVE

The two weeks parental bereavement leave can be taken either as a single block of two consecutive weeks or as two separate blocks of one week at different times within the 56 weeks from the date of the death of the child.

It is not possible to take the leave in individual days.

Parental bereavement leave can be taken in addition to maternity leave and/or paternity leave but it is not possible to take both at the same time. Parental bereavement leave can therefore be taken after the maternity leave period or paternity leave has ended but must be taken within the 56 weeks from the date of the death of the child.

If you feel you are unable to return to work following a period of parental bereavement leave you should contact your line manager to discuss the possibility of taking annual leave or unpaid leave.

APPLYING FOR PARENTAL BEREAVEMENT LEAVE

At the earliest opportunity, you should contact your manager to inform them of your bereavement.

Where practicable, you should also obtain and complete a Parental Bereavement Leave Request form and submit this to your manager for processing.

If you are unable to complete the Parental Bereavement Leave Request form in advance of the leave, you should do it on your return to work. You must, however, obtain verbal approval from the relevant manager prior to your leave otherwise this may be considered unauthorised leave and will be unpaid.

Only managers with the authority to do so can authorise Parental Bereavement Leave as per the Authorised Signatory List - HR and Payroll Related Expenditure.

OTHER INFORMATION

Child Bereavement UK is a charity offering confidential support, information and guidance to families and professionals. Their helpline team is available to take calls, live chat and respond to emails from 9am to 5pm on weekdays. For support, call [0800 02 888 40](tel:08000288840), email support@childbereavementuk.org or visit the following website www.childbereavementuk.org/about-our-helpline.

Sands is the leading stillbirth and neonatal death charity in the UK. The Sands National Helpline provides a safe, confidential place for anyone who has been affected by the death of a baby. For support, call 0808 164 3332, email helpline@sands.org.uk or visit the following website www.sands.org.uk/support-you.

Cruse Bereavement Care Scotland is a charity offering support to anyone who has been bereaved. Services are free and confidential, for information and support contact 0845 600 2227 or visit the following website www.crusescotland.org.uk/support.

POLICY VIOLATIONS

Failure to comply with this, or any other employment policy, may result in individuals being investigated and disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

RELATED POLICIES

The Parental Bereavement Leave Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Bereavement Leave Policy
- Flexible Working Policy
- Maternity/Adoption Support and Paternity Leave and Pay Policy
- Maternity Leave and Pay Policy
- Parental Leave Policy
- Sickness Absence Management Policy
- Time off for Dependents Policy

The above list is not exhaustive.

CONSULTATION

Tayside Contracts' recognised Trade Unions have been fully consulted on this employment policy.

POLICY REVIEW

The Parental Bereavement Leave Policy will be reviewed at three yearly intervals, or as required by legislative changes.

DATA PROTECTION LEGISLATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk