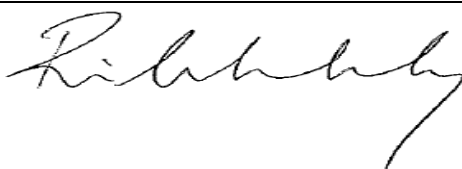

ANSTEY FIRST SCHOOL

Parental Bereavement Leave (Full Pay) Policy

Approved by: Full Governing Board
Last reviewed on: December 2025
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Date: December 2025

Approval

Approved by: Full Governing Body	
Chair of Governors Name	Tom Sealy
Signature	
Headteacher's Name	Richard McKelvey
Signature	

Version

Version	Author	Notes
V1.0	M Taylor	New Policy

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1. Scope

- 1.1 This policy applies to all employees. It has been subject to consultation with Trade Unions. It does not form part of an employee's contract of employment and we reserve the right to amend it at any time.
- 1.2 The policy applies to employees who suffer the loss of a child under the age of 18. This includes parents who suffer a stillbirth after 24 weeks of pregnancy. (Note: An employee who suffers a stillbirth after 24 weeks or loses their baby during maternity leave remains entitled to all the usual maternity leave and pay rights).
- 1.3 We recognise that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face.

2. Who can take Parental Bereavement Leave

- 2.1 Whatever your length of service, you can take this type of leave if you are the parent of the child who has passed away, or the partner of the child's parent. In general, you can take this type of leave if you have parental responsibility for the child. This includes adoptive parents and parents intended to become the legal parent through surrogacy.
- 2.2 If you have suffered a bereavement but are unsure if you are entitled to parental bereavement leave, please contact your Headteacher / line manager for clarification.

3. What leave can a bereaved parent take

- 3.1 You can take two weeks of parental bereavement leave. You can take the leave as:
 - a single block of two weeks; or
 - two separate blocks of one week at different times.
- 3.2 You cannot take the leave as individual days.
- 3.3 You can take the leave at the time(s) you choose within the **56 weeks** after your bereavement. You might choose, for example, to take it at a particularly difficult time such as a memorable anniversary or special date.
- 3.4 If you have lost more than one child, you have a separate entitlement to bereavement leave for each child who has passed away.

4. Notice to take Parental Bereavement Leave

- 4.1 If you need to take parental bereavement leave within the first 56 days after your bereavement, you do not have to provide any notice.

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- 4.2 Please let your Headteacher / line manager know no later than when you are due to start work on the first day on which you wish to take leave or, if that is not feasible, as soon as you can.
 - 4.3 To take leave **more than 56 days** after your bereavement, please give your line manager/the Headteacher at least **one week's** notice.

5. Changing your mind about taking Parental Bereavement Leave

- 5.1 You can cancel your planned leave and take it at a different time (within the 56 weeks after your bereavement).
- 5.2 Where your planned leave was due to begin during the first 56 days after your bereavement, please let your Headteacher / line manager know you no longer wish to take it before your normal start time on the first day of the planned leave.
- 5.3 Where your leave was due to begin more than 56 days after your bereavement, please let your Headteacher / line manager know at least **one week** in advance that you wish to cancel it.
- 5.4 You cannot cancel any week of parental bereavement leave that has already begun.

6. Pay during Parental Bereavement Leave

- 6.1 We recognise the need to provide bereaved parents with as much support as possible, and we will continue to pay normal pay during your parental bereavement leave.

7. Rights during Parental Bereavement Leave

- 7.1 During your leave, all the terms and conditions of your contract will continue.
- 7.2 This means that all benefits will remain in place. For example, pension contributions will continue to be paid, holiday entitlement will accrue (where applicable) and you will have continuous service.

8. Returning to work after Parental Bereavement Leave

- 8.1 When you return to work after taking parental bereavement leave, you have the right to return to the same job.
- 8.2 However, a slightly different rule applies if you return from parental bereavement leave that follows on immediately from maternity, adoption,

paternity leave or shared parental leave (taken in relation to the child who has passed away), and your total time on leave is more than 26 weeks.

- 8.3 In these circumstances, you have the right to return to the same job, unless this is not reasonably practicable, in which case you have the right to return to a suitable alternative job on the same terms and conditions.