



## Windsor Academy Trust

### Parental Bereavement Leave Policy

<b>Responsible Committee:</b>	Windsor Academy Trust, Board of Directors
<b>Date revised by Board of Directors:</b>	1 April 2020
<b>Implementation Date:</b>	6 April 2020
<b>Next review date:</b>	April 2022

## **1. Introduction**

- 1.1 Windsor Academy Trust (WAT) acknowledges the personal nature of bereavement and grief and is committed to supporting employees in practical and reasonable ways. WAT 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.
- 1.2 This policy sets out the parental bereavement leave provisions giving bereaved parents and those with parental responsibility time off to deal with their personal distress and related practical arrangements.
- 1.3 This policy applies to employees and does not form part of any employee's contract of employment. The policy may be amended at any time.

## **2. General Principles**

- 2.1 The leave applies to employees that are parents and those with parental responsibility. (e.g. adoptive parents) to children who are still born (after 24 weeks) and those under 18 years old.
- 2.2 Employees are entitled to take one or two week's parental bereavement leave. A week is classed as the number of days that an employee would usually be in work over a calendar week period.
- 2.3 If an employee chooses to take two weeks leave, they do not have to be consecutive weeks and can be taken at any time within 56 weeks from the date the child died.
- 2.4 If an employee wishes to take less than a weeks' leave, WAT's Discretionary Leave of Absence Policy will apply.

## **3. Eligibility and Pay**

- 3.1 Whatever an employee's length of service, an employee can take parental bereavement leave if they are the:
  - parent of a child who has passed away; or
  - partner of the child's parent, where they live in an enduring family relationship with the child who has passed away and their parent; or
  - "parent in fact" of a child who has passed away, which means that, for a continuous period of at least four weeks before the child died, they have been living with the child and had "day-to-day responsibility" for the child (but they have not been paid to look after the child);
  - "intended parent" of a child who has passed away, i.e. a parent using a surrogate;
  - "natural parent" of a child who has passed away who is named in a court order, i.e. where a court orders some contact for an adopted child's birth parent; or
  - adopter of a child who has passed away.
- 3.2 Parental bereavement leave will be paid at full pay.

## **4. Notification**

- 4.1 During the first 56 days, the Headteacher/line manager must be informed of the employee's intention to take parental bereavement leave before the first day of absence

or as soon as is reasonably practicable. Informal notification, such as a phone call is sufficient to take parental bereavement leave.

4.2 After the 56 days, employees must give at least one week's notice of their intention to take parental bereavement leave.

4.3 Included in the notification must be:

- The date of death
- The date which they choose any period of absence to begin
- Whether they wish to take one or two weeks leave;

4.4 Employees can only cancel leave that has not already started. In the first 56 days, employees can cancel up to the first day of the week they would normally work. After 56 days, at least one weeks' notice must be given.

## **5. Employee Support**

5.1 An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with their line manager/Headteacher to ensure that any reasonable adjustments can be discussed and where appropriate put in place.

5.2 Where employees wishing to seek support (i.e. counselling) in coming to terms with a significant loss of their child, WAT will cover the cost of up to 6 counselling sessions with an independent provider. This is a confidential service and can be requested via the line manager/Headteacher.