

Bereavement Leave and Pay Policy & Procedure

Purpose

This policy is designed to support members of staff 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 a member of staff 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 Members of staff are entitled to take bereavement leave as they require up to a maximum as follows:

6 days paid leave (pro rata based on FTE)	Death of child or step-child (age 18 or over), 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 members of staff 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 members of staff 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, members of staff 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 member of staff.

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

3.6 Members of staff 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. Members of staff 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 the member of staff is taking another type of statutory leave (for example, maternity leave or paternity leave) when the child dies or stillbirth happens, the period of Parental Bereavement Leave must start after the other leave has ended but does not have to be taken immediately after. This is also the case if the statutory leave is for another child.

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

3.9 The member of staff can take Parental Bereavement Leave between blocks of shared parental leave that may have been booked before the child died. This is also the case if the shared parental leave is for another child.

4. Notification Procedure (For all types of Bereavement Leave)

4.1 Members of staff should request leave as soon as possible and at the latest, on the first day of absence, from their line manager.

4.2 Members of staff should complete a Bereavement Leave form available from the [Human Resources website](#) and forward to their line manager. Once authorised by the line manager forms should be sent to [Human Resources](#).

4.3 Members of staff intending to take SPBL must notify their line manager 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 the date of commencement of SPBL is within 8 weeks (56 days) of the death of the child, the member of staff can start their SPBL as soon as they give notice. If the leave is to be taken 8 weeks (56 days) after the death of the child, the member of staff must provide 1 weeks' notice.

4.5 If you are unsure if you qualify for Bereavement Leave, Statutory Parental Bereavement Leave (SPBL) or Pay then please contact [Human Resources](#) for guidance.

5. Cancelling Leave

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

6. Additional Leave

- 6.1 Where a member of staff is unable to return to work following bereavement leave, further types of absence such as annual leave, flexi-leave, unpaid leave or sick leave may be appropriate. 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 in the Workplace Policy.

7. Bereavement Support

- 7.1 Support for staff experiencing a bereavement is available from the University's [Wellbeing Team](#):

Staff Wellbeing Confidential Support

Members of staff have access to the University's external employee assistance programme - Staff Wellbeing Confidential Support. This service provides colleagues with a range of information and practical support to help with mental health and wellbeing including access to a 24/7 independent and confidential telephone counselling from appropriately qualified and caring professionals. Staff Wellbeing Confidential Support also provide a [self-help workbook](#) on Bereavement. Access to Staff Wellbeing Confidential Support can be found [here](#) or via telephone 03303 800658.

Education Support Charity

The Education Support service is a UK charity dedicated to improving health and wellbeing to the entire education workforce. There is a range of free support available to all support, research and academic staff which can be accessed online via www.educationsupport.org.uk or via telephone on 08000 562 561.

Mental Health First Aiders

The University has a team of Mental Health First Aiders across the Campus who can help with advice and signposting for staff members and students who are experiencing emotional or mental health distress. The aim is to provide reassurance, promote and support the safety of the individual, and to signpost to professional help and support.

Information on the location and contact details for the University's Mental Health First Aiders can be found [here](#).

8. Bereavement Guidance for Managers

- 8.1 Bereavement in the workplace can be challenging to manage. Every employee may react to a bereavement situation that they find themselves in differently and therefore the approach that is taken may differ from employee to employee.

Please see guidance below which can be utilised to help support your employee through, what can be, a difficult time.

[Bereavement Guide for Line Managers](#)

9. Additional sources of support

- 9.1 A list of external organisations and charities that work both nationally and locally to support people through bereavement is available [here](#).

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	Bereavement Leave and Pay
Version Number:	V 3.0
Equality Impact Assessment:	2 December 2024
Approved by:	SLT
Date Approved:	12 December 2024
Next Review due by:	12 December 2027
Author:	HR Manager
Owner (if different from above):	HR Director
Document Location:	https://www.hud.ac.uk/media/policydocuments/Bereavement-Leave-And-Pay.pdf
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
V3.0	Dec 2024	Formatting updates (minor amends not requiring committee approval)	HR Business Partner