

Introduction

Greener Ealing London aims to provide health and support to employees should they encounter a bereavement of a close relative or dependant; or be required to take care of a close relative or dependant should they fall seriously ill.

Dependency leave

From time to time, employees may require time off to for a dependant, such as:

- spouse, partner or civil partner
- child
- parent
- person who lives in their household (not tenants, lodgers or employees)
- person who would rely on them for help in the event of an accident, illness or injury, such as an elderly neighbour
- person who relies on them to make care arrangements

Other people may fall under this category if they depend on the employee to care for them.

This leave will be unpaid and employees may book annual leave or unpaid leave as required.

Bereavement leave

Employees who have suffered a family bereavement are entitled to take up to five days paid leave. Employees must notify their manager as soon as possible of their absence. Family bereavement includes partners (including same sex relationships), sons and daughters, mothers and fathers, parents-in-law, brothers and sisters and grandparents.

Employees who are responsible for making funeral arrangements for any member of their family not covered above are also entitled to up to five days paid leave.

Any further leave required by the employee to deal with matters arising from bereavement which affect his/her dependants will be granted as unpaid leave.

Parental Bereavement leave

If an employee's child ('dependant') under the age of 18 dies or is stillborn after 24 weeks of pregnancy, they have the right to 2 weeks' leave (this comprises of 5 additional paid working days leave plus bereavement entitlement of 5 paid working days leave).

The employee maybe one of the following:

- biological parent
- adoptive parent
- parent of a child (or if you had parental responsibility) the person who lived with the child and had responsibility for them
- 'intended parent' – due to become the legal parent through surrogacy
- partner of the child's parent

Employees have this right from the first day they start their job.

Statutory Parental Bereavement Leave entitlement of 2 weeks can be taken in the 56 weeks following their child's death.

If more than 1 child dies, the employee is entitled to 2 weeks' Statutory Parental Bereavement Leave for each child.

If an employee or their partner has a stillbirth or miscarriage

If a child is stillborn after 24 weeks of pregnancy:

- the birth parent can get up to 52 weeks of statutory maternity leave or pay
- the father or partner can get up to 2 weeks' paid paternity leave

In addition, they will both be entitled to 2 weeks' paid parental bereavement leave after they finish their maternity or paternity leave.

Taking Statutory Parental Bereavement Leave

An employee can choose to take either 1- or 2-weeks' leave.

If an employee takes 2 weeks, this can be taken in one go, or as 2 separate weeks. For example, they could take 1 week immediately after the death, and take the other at a different time.

The leave must end within 56 weeks of the child's death. The date of the child's death is the first day of the 56 weeks.

Giving notice to take leave

An employee must give 'notice' to use Statutory Parental Bereavement Leave, by telling their manager:

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

This notice does not have to be in writing

If it's within 8 weeks (56 days) of their child dying, an employee can start their leave as soon as they give notice.

They must tell their manager before they start their leave. This can be on the first day of leave - ideally before they're due to start work

They can also cancel the leave, as long as they tell their manager before their leave starts. This can be on the day their leave is due to start - ideally before they're usually due to start work. Any cancelled leave can be taken later by giving notice again.

If leave will be taken more than 8 weeks (56 days) since their child died, the employee must give their manager 1 weeks' notice:

- to take the leave
- if they want to cancel the leave

Any cancelled leave can be taken later by giving notice again

Support and Guidance

Further information on support available can be obtained from the HR department or via the Employee Assistance Programme.

Revision Status

Revision	Date	Amendment	Content Owner	Mandated By
First Issue	5 th July 2020		Bill Gilmour	Kevin O'Leary