

AGE UK EXETER

Controlled Document

Document Name: Bereaved Partners Leave Policy

Document Version Number: 1

Agreed by Risk and Quality Committee: 28.07.26

Approved by Board of Trustees on: 25.08.26

Review Schedule: Every three years

Next review due: August 2029

Owner (Responsibility) CEO

Amendments to: Governance Lead

Revision History: See end of document

Document location: www.ageuk.org.uk/exeter/about-us/policiesandguidelines

Document Description

The purpose of this policy is to set out the arrangements for bereaved partner's leave (BPL), which is a type of leave intended to help employees deal with the death of a partner who is the primary carer for their child, either during the first 52 weeks after the child's birth, or the first 52 weeks after their placement for adoption.

Implementation and Quality Assurance

Implementation is immediate and this policy shall stay in force until any alterations are formally agreed.

The policy will be reviewed every three years by the Board of Trustees, sooner if legislation, best practice, or other circumstances indicate this is necessary.

All aspects of this policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy, please contact the CEO on info@ageukexeter.org.uk or at Age UK Exeter, The Sycamores, Mount Pleasant Road, Exeter, EX4 7AE, 01392 202092.

Bereaved Partner's Leave Policy

1. About this policy

The purpose of this policy is to set out the arrangements for bereaved partner's leave (BPL), which is a type of leave intended to help employees deal with the death of a partner who is the primary carer for their child, either during the first 52 weeks after the child's birth, or the first 52 weeks after their placement for adoption. (For compassionate leave in other circumstances, please see our Compassionate Leave Policy).

Where you have sufficient length of service, and your partner was in paid work before the birth or adoption placement, you may be eligible for shared parental leave and pay under our Shared Parental Leave Policy. This is likely to be more beneficial than BPL.

This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

This policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

2. Eligibility for BPL

You are entitled to BPL if:

- (a) a child's primary carer has died within 52 weeks of the child's birth or the date the child was placed for adoption;
- (b) you are either the child's father or the partner of the child's primary carer; and
- (c) you are taking leave to care for the child.

The primary carer means either:

- (a) the child's mother.
- (b) in an adoption case, a person with whom the child has been placed for adoption (and if the child was placed jointly with you, the person who you have jointly chosen to be entitled to adoption leave).
- (c) in a surrogacy case, the person who is the intended parent (and in a case where you are both intended parents, the person who you have jointly chosen to be entitled to adoption leave).

3. Length of BPL

BPL is a single period of leave that can start at any time after the bereavement and can last up to 52 weeks after the date of birth or adoption placement.

If the bereavement takes place in the last two weeks of that 52-week period, you can take BPL for up to two weeks after the bereavement.

4. Starting BPL within eight weeks of bereavement

To start BPL in the first eight weeks after the bereavement, please tell your Line Manager or the HR and Finance Manager as soon as possible, but in any event before you are due to start work on the first day of BPL.

You must then provide the information set out in paragraph 6 below, no more than eight weeks after the bereavement, and at least one week before your return to work (whichever is earlier).

You can change the start date for BPL in the first eight weeks if you notify us before the old or new start date, whichever is earlier.

BPL can be cancelled if you tell us at any time before the start date and can be re-booked by giving notice under paragraph 5 or, if you wish to start BPL more than eight weeks after the bereavement, a week's written notice under paragraph 6.

5. Starting BPL more than eight weeks after bereavement

To start BPL more than eight weeks after the bereavement, please give your Line Manager or the HR and Finance Manager at least a week's written notice, including all the information set out in paragraph 7 below.

BPL can be cancelled with a week's written notice and can be re-booked by giving a week's written notice.

6. Written notice

The information required in writing is as follows:

- (a) the date of bereavement;
- (b) the child's date of birth or placement for adoption;
- (c) the date you started BPL;
- (d) the date you intend to return to work; and
- (e) confirmation that you meet the eligibility conditions in paragraph 2.

7. Pay

If you are entitled to statutory paternity pay (SPP) or enhanced paternity pay under our Paternity Leave Policy and have not yet received it, you may claim it during your BPL. SPP is payable for a maximum of two weeks at a rate set by the government each tax year.

Paid BPL is considered on a case-by case basis, and you should discuss this with your Line Manager. Typically, one week is granted although in exceptional circumstances this may be extended. In all other circumstances you should request unpaid leave.

8. Terms and conditions during BPL

With the exception of terms relating to pay, your terms and conditions of employment remain in force during BPL.

Holiday entitlement will continue to accrue during BPL and can be carried over to the next holiday year if you are unable to take it during the holiday year in which it accrues due to taking BPL.

If you are a member of the workplace pension scheme, we shall make employer pension contributions during any period of paid BPL or statutory paternity pay based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any pay you are receiving, unless you inform the HR and Finance Manager that you wish to make up any shortfall.

9. Keeping in touch

We may make reasonable contact with you from time to time during your BPL.

You may ask or be asked to work (including attending training) for up to ten "keeping-in-touch" days (KIT days) during your BPL. This is not compulsory and must be discussed and agreed with your line manager.

You will be paid at your normal basic rate of pay for time spent working on a KIT day.

10. Changing your return-to-work date

If you want to change the date you intend to return to work, you must let us know in writing as follows:

- (a) if your old return date was eight weeks or less after the bereavement, please give one week's notice before the earlier of the old or new return date.

- (b) if your old return date was more than eight weeks after the bereavement, please give [eight] weeks' notice before the earlier of the old or new return date.

Your return-to-work date cannot be later than 52 weeks after the date of birth or placement for adoption. If you need more time off, you may request holiday or parental leave.

Revision history

Revision date	Summary of Changes	Other Comments
July 2026	New policy with HR Express recommendation and template	Discussion at Risk and Board level about inclusivity of this policy. HR Express explained that it is an additional form of paternity leave. A mother would be thought to have entitlements under maternity leave. We took out paternity in title of doc. Not all happy with this policy but is a statutory HR right from 6 April 2026.