

AGE UK EXETER

Controlled Document

Document Name: Parental Bereavement Leave Policy

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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 parental bereavement leave, which is a type of compassionate leave intended to help employees deal with the death of a child or a stillbirth after at least 24 weeks of pregnancy.

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.

Parental bereavement leave policy

1. About this policy

The purpose of this policy is to set out the arrangements for parental bereavement leave, which is a type of compassionate leave intended to help employees deal with the death of a child or a stillbirth after at least 24 weeks of pregnancy. For a policy which addresses in more detail the range of support available in the event of a stillbirth or neonatal loss, please see our Stillbirth and Neonatal Loss Policy. For compassionate leave in other circumstances, please see our Compassionate Leave Policy.

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.

2. Who does this policy apply to?

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

3. Entitlement to parental bereavement leave

You are entitled to parental bereavement leave if a child has died or been stillborn after 24 weeks of pregnancy, and you or your partner:

- (a) are their parent or foster parent;
- (b) have had the child placed with you for adoption (whether by a UK adoption agency or from overseas);
- (c) are their intended parent under a surrogacy arrangement;
- (d) are the natural parent of a child who has since been adopted by someone else, and there is a court order allowing you or your partner to have contact with the child; or
- (e) look after the child in your own home, other than as a paid carer, and have done so for at least four weeks (a parent "in fact").

4. How long is parental bereavement leave?

Parental bereavement leave can be one week, two consecutive weeks, or two separate weeks. It can be taken at any time during the first 56 weeks after the child's death.

In addition, unpaid compassionate leave may be available at our discretion under our Compassionate Leave Policy, which is available on our website or from the Governance Lead on request. Please speak to your line manager if you require further time off in addition to parental bereavement leave.

5. Parental bereavement pay

You may qualify for statutory parental bereavement pay (SPBP) during parental bereavement leave if:

- (a) you have at least 26 weeks' continuous employment ending on the Saturday before the child died; and
- (b) you earn at least the lower earnings limit for class 1 national insurance contributions.

SPBP is only payable in respect of whole weeks of leave, at the same rate as statutory paternity pay. The rate is set by the government each tax year.

All employees are entitled to full pay during the first week of parental bereavement leave. This includes any statutory parental bereavement pay that may be payable for that week.

For salaried employees, full pay is based on your basic pay. For hourly paid employees, it is based on an average over a two-month period.

6. Leave in the first eight weeks

In the first eight weeks after a child has died, there is no need to give advance notice to take parental bereavement leave. Please notify your line manager as soon as you can on the day you want your leave to start, preferably before the time you would normally start work, where possible. Someone can do this on your behalf if necessary.

If you have already started work, then your parental bereavement leave period will start on the following day. We would usually allow you to take the rest of the day off as compassionate leave.

You can cancel any planned parental bereavement leave in the first eight weeks by telling us at any time before the leave starts, and no later than the time you would normally start work on the first day of the leave period. You cannot cancel leave once it has started.

7. Leave after more than eight weeks

To take parental bereavement leave more than eight weeks after the child has died, please give your line manager or the HR and Finance Manager at least a week's notice.

Parental bereavement leave can be cancelled with a week's notice and can be re-booked by giving a week's notice.

8. Written confirmation

We will ask you to confirm the following information in writing within 28 days of starting any period of parental bereavement leave:

- (a) your name;
- (b) the date the child died or was stillborn;
- (c) the dates of paid or unpaid parental bereavement leave taken; and
- (d) your relationship to the child.

9. Stillbirths, neonatal deaths, adoptions and surrogacy

Entitlement to maternity leave and pay (see our Maternity Leave Policy) is not affected if your child has died or been stillborn. You can take maternity leave in addition to parental bereavement leave. For more information, please see our Stillbirth and Neonatal Loss Policy.

You may be entitled to adoption leave and pay as a result of a child being placed with you for adoption, or because you are an intended parent under a surrogacy arrangement (see our Adoption Leave Policy). If the child has died or been stillborn, adoption leave entitlement runs for another eight weeks from the end of the week in which the child died (unless it would already have ended sooner). This is in addition to your right to parental bereavement leave.

You may be entitled to paternity leave and pay as a result of the birth of a child (including a birth to a surrogate mother), or the placement of a child with you for adoption (see our Paternity Leave Policy). If your child has died or been stillborn, you can take paternity leave in addition to parental bereavement leave. However, if you have not notified us of your chosen paternity leave dates before the death or stillbirth of your child, you must take your paternity leave within the next eight weeks.

Revision history

Revision date	Summary of Changes	Other Comments
July 2026	New policy with HR Express recommendation and template	