



**LIVERPOOL HOPE  
UNIVERSITY**  
**175** YEARS OF ACADEMIC  
EXCELLENCE

Reference:	<b>Parental Bereavement Leave Policy</b>
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## **Introduction**

Liverpool Hope University recognises 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.

This policy sets out our commitment to supporting bereaved parents through their grief by ensuring they can take parental bereavement leave.

The policy applies to employees who suffer the loss of a child under the age of 18 on or after 6 April 2020. This includes parents who suffer a stillbirth after 24 weeks of pregnancy.

## **Who can take parental bereavement leave?**

- Whatever your length of service, you can take this type of leave if you are the parent of the child who has died, or the partner of the child's parent. In general, you can take this type of leave if you have parental responsibility for the child. This includes adoptive parents or the 'intended parent' – due to become the legal parent through surrogacy

If you have suffered a bereavement, but are unsure if you are entitled to parental bereavement leave, please contact your HR Manager for clarification

## **What leave a bereaved parent can take?**

You can take two weeks of parental bereavement leave. You can take the leave as:

- a single block of two weeks; or
- two separate blocks of one week at different times.

You cannot take the leave as individual days.

You can take the leave at the time(s) you choose within the 56 weeks after your bereavement. You might choose, for example, to take it at a particularly difficult time such as your child's birthday.

If you have lost more than one child, you have a separate entitlement to bereavement leave for each child who has passed away.

## **Notice to take parental bereavement leave**

If you need to take parental bereavement leave within the first 56 days after your bereavement, you can take the leave straight away. You do not have to provide any notice. Please let your line manager know no later than when you are due to start work on the first day on which you wish to take leave or, if that is not feasible, as soon as you can.

To take leave more than 56 days after your bereavement, please give your line manager at least one week's notice.

### **Changing your mind about taking parental bereavement leave**

You can cancel your planned leave and take it at a different time (within the 56 weeks after your bereavement). Where your planned leave was due to begin during the first 56 days after your bereavement, please let your line manager know you no longer wish to take it before your normal start time on the first day of the planned leave.

Where your leave was due to begin more than 56 days after your bereavement, please let your line manager know at least one week in advance that you wish to cancel it.

You cannot cancel any week of parental bereavement leave that has already begun.

### **Pay during parental bereavement leave**

The University recognises the need to provide bereaved parents with as much support as possible, and so we will continue to pay your normal pay during your leave.

### **Rights during parental bereavement leave**

During your leave, all the terms and conditions of your contract will continue. This means that all benefits will remain in place. For example, holiday entitlement continues to accrue. Pension contributions will continue to be paid.

### **Returning to work after parental bereavement leave**

When you return to work after some time on parental bereavement leave, you generally have the right to return to the same job.

However, a slightly different rule applies if you return from time on bereavement leave that follows on immediately from some maternity, adoption, paternity leave or shared parental leave (taken in relation to the child who has passed away), and your total time on leave is more than 26 weeks.

In these circumstances, you have the right to return to the same job, unless this is not reasonably practical - in which case you have the right to return to a suitable and appropriate job on the same terms and conditions.

This rule also applies if your leave includes more than four weeks of ordinary parental leave (taken in relation to any child), regardless of the total length of the leave.

If you are taking parental bereavement leave, but are unsure where you stand on your return, please contact your HR Manager for clarification.

### **Data protection**

When dealing with parental bereavement leave, we will process any personal data collected in accordance with our Staff Guidance on Data Protection. In particular, we will record only the personal information required and keep the information only for as long as necessary.