

	ATLAS Multi Academy Trust
PARENTAL AND PARTNER BEREAVEMENT POLICY	
Trust sub-committee: Standards Committee	
Co-ordinator: ATLAS Executive Team	
Last Reviewed: Summer 2021	Next Review: Summer 2023
St Albans Girls' School : Beech Hyde Primary School and Nursery : The Adeyfield Academy	
	
Signed by: Margaret Chapman Executive Head Teacher	Signed by: Rachael Kenningham Chair of ATLAS Board of Directors

1.	RATIONALE
	<p>The Trust recognises that, while dealing with any bereavement is difficult, the death of a child or partner is among the most devastating events that an employee can ever face.</p>
2.	AIMS
	<p>The policy applies to employees who suffer the loss of a child including parents who suffer a stillbirth after 24 weeks of pregnancy, and employees who suffer the loss of a partner with whom they live.</p> <p>This policy does not form part of any employee's contract of employment and it may be amended at any time.</p>
3.	WHO CAN TAKE PARENTAL/PARTNER LEAVE?
	<p>Whatever your length of service, you can take this type of leave if you are the parent of the child who has passed away, or the partner of the child's parent, have parental responsibility for the child including adoptive parents, or live with your partner.</p> <p>If you have suffered a bereavement but are unsure if you are entitled to parental/partner bereavement leave, please contact your line manager/the Headteacher/Principal for clarification.</p>
4.	WHAT CAN A BEREAVED PARENT/PARTNER TAKE
	<p>You can take two weeks of parental/partner bereavement leave. You can take the leave as:</p> <ul style="list-style-type: none"> • a single block of two weeks; or • two separate blocks of one week at different times. <p>You cannot take the leave as individual days.</p>

	<p>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 or partner's birthday.</p> <p>If you have lost more than one child, you have a separate entitlement to bereavement leave for each child who has passed away.</p>
5.	NOTICE TO TAKE PARENTAL/PARTNER BEREAVEMENT LEAVE
	<p>If you need to take parental/partner bereavement leave within the first 56 days after your bereavement, you do not have to provide any notice.</p> <p>Please let your line manager/the Headteacher/Principal 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.</p> <p>To take leave more than 56 days after your bereavement, please give your line manager/the Headteacher at least one week's notice.</p>
6.	Changing your mind about parental/partner bereavement leave
	<p>You can cancel your planned leave and take it at a different time (within the 56 weeks after your bereavement).</p> <p>Where your planned leave was due to begin during the first 56 days after your bereavement, please let your line manager/the Headteacher/Principal know you no longer wish to take it before your normal start time on the first day of the planned leave.</p> <p>Where your leave was due to begin more than 56 days after your bereavement, please let your line manager/the Headteacher know at least one week in advance that you wish to cancel it.</p> <p>You cannot cancel any week of parental/partner bereavement leave that has already begun.</p>
7.	PAY DURING YOUR PARENTAL/PARTNER BEREAVEMENT LEAVE
	<p>We recognise the need to provide bereaved employees with as much support as possible, and we will continue to pay normal pay during your leave.</p>
8.	RIGHTS DURING YOUR PARENTAL/PARTNER BEREAVEMENT LEAVE
	<p>During your leave, all the terms and conditions of your contract will continue.</p> <p>This means that, all benefits will remain in place. For example pension contributions will continue to be paid.</p>
9.	RETURNING TO WORK AFTER YOUR PARENTAL/PARTNER BEREAVEMENT LEAVE
	<p>When you return to work after some time on parental/partner bereavement leave, you generally have the right to return to the same job.</p> <p>However, a slightly different rule applies if you return from time on bereavement leave that follows on immediately from 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.</p> <p>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.</p>