

 WARWICKSHIRE POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Parental Bereavement Leave and Pay (Police Staff and Police Officers)
REFERENCE NUMBER	WP012
Version	1.2

POLICY OWNERSHIP	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	PEOPLE SERVICES

INITIAL IMPLEMENTATION DATE	October 2024
NEXT REVIEW DATE:	October 2027
RISK RATING	LOW
EQUALITY ANALYSIS	LOW

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail policiesandprocedures@warwickshire.police.uk

1.0 POLICY OUTLINE

This Policy sets out the Warwickshire Police arrangements for parental bereavement leave and pay in the event of the loss of a child.

2.0 PURPOSE OF POLICY

- 2.1 Warwickshire Police is committed to providing support to staff who experience loss in their lives and, in particular, understands that the death of a child, or a stillbirth, can be one of the most devastating experiences of someone's life. This policy sets out our commitment to support bereaved parents through their grief by outlining their rights to time off, pay during time off and other support offered.
- 2.2 From 6th April 2020, eligible staff have the right to 2 weeks' statutory parental bereavement leave and pay if their child dies under the age of 18 or is stillborn after 24 weeks' of pregnancy.
- 2.3 The policy applies to police staff and police officers, but does not cover contractors, casual workers, police staff volunteers or workers employed by an agency. In this policy 'Staff' refers to all Police Officers, and Police Staff.

3.0 IMPLICATIONS of the POLICY

3.1 Risks

The effective operation of this policy will minimise the risk of successful action against Warwickshire Police and OPCC under equality and employment legislation at Employment Tribunal. For aspects not covered by this policy please refer to the relevant legislation.

3.2 Legal considerations

- a. Parental Bereavement (Leave and Pay) Act 2018
- b. Parental Bereavement Leave Regulations 2020 (SI 2020/249)
- c. Statutory Parental Bereavement Pay (General) Regulations 2020 (SI 2020/233)
- d. Equality Act 2010

4.0 PROCEDURE

4.1 ELIGIBILITY

- 4.1.1 Parental bereavement leave is available from day one of employment. All staff have the right to 2 weeks' statutory parental bereavement leave if their child dies under the age of 18 or is stillborn after 24 weeks' of pregnancy.

4.1.2 This right applies to the:

- a. Biological parent
- b. Adoptive parent, if the child is living with them
- c. Person who lived with the child and had responsibility for them, for at least 4 weeks before the bereavement
- d. 'intended parent' – due to become the legal parent through surrogacy
- e. partner of the child's parent, if they live with the child and the child's parent in an enduring family relationship

4.1.3 To qualify for parental bereavement pay, the individual must meet the parental criteria above and must also:

- 1. Have normal average weekly earnings not less than the lower earnings limit relevant for national insurance purposes
- 2. Still be employed by us on the date of the bereavement.

4.2 PARENTAL BEREAVEMENT LEAVE

4.2.1 Staff can take two weeks of parental bereavement leave. The leave can be taken as:

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

4.2.2 The leave cannot be taken as individual days.

4.2.3 The leave should be taken within the 56 weeks after the bereavement.

4.2.4 If the staff member has lost more than one child, they are entitled to two weeks' Parental Bereavement Leave for each child.

4.3 Giving notice to take leave

4.3.1 A staff member must give notice to use Statutory Parental Bereavement Leave.

4.3.2 To give notice, staff should inform their line manager:

- a. when they want the leave to start
- b. whether they want to take 1 or 2 weeks leave
- c. the date of the bereavement

4.3.3 If a staff member wishes to take, cancel or change dates of parental bereavement leave within the first 56 days after the bereavement, they can do so by notifying their line manager at any time before they were due to start work.

4.3.4 If a staff member wishes to take, cancel or change dates of parental bereavement leave after the first 56 days of the bereavement, they should give their line manager at least one weeks' notice.

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

4.3.6 Line Managers should send requests for Parental Bereavement Leave to the HR Support Team.

4.4 RIGHTS DURING PARENTAL BEREAVEMENT LEAVE

All contractual terms and conditions will continue during parental bereavement leave.

4.5 SUPPORT AVAILABLE

4.5.1 Further information and guidance on supporting bereaved parents is available as a separate guidance document [“Supporting Bereaved Parents following still-birth or neonatal death”](#)

4.5.2 We also have a Health & Wellbeing Advisor, acting as a first point of contact to provide confidential and appropriate professional advice and recommendations. Details of our Health & Wellbeing Team can be found on the intranet under the Health and Wellbeing section.

5.0 DOCUMENT HISTORY

Date	Author / Reviewer	Amendment(s) & Rationale	Date of Approval / Adoption
6/4/2020	Rhiain Foster	Introduction of parental bereavement leave legislation	
22/4/21	Rhiain Foster	Removal of 26 week qualifying period for parental bereavement pay	06/05/2021
09/10/24	Kasia Strods	Policy reviewed – minor changes	October 2024