

# PARENTAL BEREAVEMENT LEAVE AND PAY FORM

Employees are entitled to two weeks of paid parental bereavement leave if their child (under 18) or a child in their care has died or been stillborn after 24 weeks of pregnancy. Leave can be taken in blocks of 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. Parental Bereavement Pay includes any entitlement to statutory parental bereavement pay for that week.

In the first eight weeks after a child has died, there is no requirement to give advance notice to take parental bereavement leave. Employees should notify their line manager as soon as they can on the day they want their leave to start, where possible, before the time they would normally start work. To take parental bereavement leave more than eight weeks after the child has died, employees should give at least one week's notice.

Employees should complete this form within 28 days of starting any period of parental bereavement leave, in order that leave can be properly recorded.

If you have any questions or you need more information about available support, please contact your HR Case Adviser for advice. You are also advised to read the [Family Leave Policy and Toolkit](#) before completing this form.

## Section A - Personal Details and employment

These sections must all be answered.

It is very important that we know what days of the week you are working in order that we can calculate your leave entitlement correctly.

Full name

National Insurance Number

Position held

Department/ service

Every weekday Monday-Friday

Specified below

Mon

Tue

Wed

Thu

Fri

Sat

Sun

## Section B – Details of leave

Date of child's death or stillbirth

### Dates Parental Bereavement leave taken

Week 1 will commence on

Week 1 will end on

Week 2 will commence on

Week 2 will end on

*Parental bereavement leave can be taken in blocks of 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.*

## Section C – Declaration

The information included in this application is correct.

I declare that:

Tick one

I am the biological parent

I am the adoptive parent and the child was living with me

I am an 'Intended parent' – due to become the legal parent through surrogacy

I am the partner of the child's parent, and lived with the child and the child's parent in an enduring family relationship

I am the biological parent, or their partner, of a child who has since been adopted by someone else, and there is a court order allowing me or my partner to have contact with the child

I or my partner provided day to day care to the child, other than as a paid carer, for the 4 weeks before their death

Signed (applicant)

Date

Please forward this form to Employee Services: [employeeservices@eastdunbarton.gov.uk](mailto:employeeservices@eastdunbarton.gov.uk)

An employee who is due to go on, or is currently taking parental bereavement leave, is entitled to access all of the usual support networks available to staff.

The Employee Assistance Programme – “Time for Talking” can also offer a range of practical and emotional support that may be relevant to employees whose child has died.

[Employee Assistance Programme - Time for Talking | The Hub \(eastdunbarton.gov.uk\)](http://eastdunbarton.gov.uk)

Tel: 0800 970 3980

Website: <https://www.timefortalking.co.uk/>

Password for live chat: TfTnow – please note the password is case sensitive.

In addition, some relevant charities which may also be able to provide support and guidance in the circumstances:

<https://www.childbereavementuk.org/>

<https://www.careforthefamily.org.uk/family-life/bereavement-support/bereaved-parent-support>

<https://www.cruse.org.uk/>

<https://youngminds.org.uk/>