

VIAMED Ltd

Company Personnel Manual

CPM 07.01 Parental Bereavement Leave and Pay

Effective date: 27 July 2026

Review frequency: Annual, or following any relevant legislative change

1. Purpose

This policy explains employees' rights and responsibilities concerning:

- Statutory Parental Bereavement Leave;
- Statutory Parental Bereavement Pay;
- eligibility following the death of a child;
- eligibility following a stillbirth;
- notice requirements;
- taking leave alongside other statutory family leave;
- employment protection;
- confidentiality; and
- the support available from Viamed.

Parental Bereavement Leave is intended to provide protected time away from work following:

- the death of a child under the age of 18; or
- a stillbirth after 24 weeks of pregnancy.

An employee may qualify for Parental Bereavement Leave, Statutory Parental Bereavement Pay, or both. The eligibility requirements for leave and pay are assessed separately.

Parental Bereavement Leave is separate from:

- Maternity Leave;
- Adoption Leave;
- Paternity Leave;
- Shared Parental Leave;
- Neonatal Care Leave;
- Unpaid Parental Leave;
- Bereaved Partner's Paternity Leave;
- ordinary compassionate leave; and
- sickness absence.

2. Entitlement to Parental Bereavement Leave

An eligible employee may take up to two weeks of Statutory Parental Bereavement Leave for each child who dies or is stillborn.

The employee may choose to take:

- two consecutive weeks;
- two separate periods of one week each; or
- one week only.

A week of leave is based on the employee's normal working week.

Parental Bereavement Leave is a day-one employment right. There is no minimum length-of-service requirement for the leave entitlement.

The leave:

- may begin on or after the date of the death or stillbirth; and
- must be completed within 56 weeks of that date.

3. Who may qualify

An employee may qualify where, at the time of the death or stillbirth, they were:

- the child's biological parent;
- the child's adoptive parent;
- a parent of a child born through a qualifying surrogacy arrangement;
- the partner of the child's parent;
- an intended parent under a qualifying parental-order arrangement;
- a person with qualifying day-to-day responsibility for the child; or
- the partner of a person with qualifying day-to-day responsibility for the child.

The term "partner" normally includes:

- a spouse;
- a civil partner; or
- a person living with the parent in an enduring family relationship who is not a close relative.

Eligibility will be assessed sensitively and in accordance with the statutory rules applicable to the employee's relationship with the child.

4. Day-to-day responsibility for the child

An employee who was not legally the child's parent may still qualify if they or their partner:

- had the child living with them in their home for a continuous period of at least four weeks ending with the date of death; and
- had day-to-day responsibility for the child's care during that period.

An employee will not normally qualify under this provision where:

- they were paid to look after the child; or
- a parent or another person with parental responsibility for the child was also living in the household.

An employee may still qualify where payments were limited to:

- a foster-care fee or allowance from a local authority;
- reimbursement of expenses connected with the child's care; or
- payments under a will or trust for the child's care.

5. Adoptive parents

An employee or their partner may qualify where:

- an adoption order had already been made;
- the child had been placed with them for adoption and the placement had not ended; or
- the child had been adopted from overseas and the relevant statutory conditions were satisfied.

For an overseas adoption before the court order is made, the employee may qualify where:

- the child was living with them after entering the United Kingdom; and
- official notification had been received confirming that the employee or their partner was permitted to adopt the child.

A biological parent will not normally qualify after an adoption or parental order has been made unless a qualifying contact order remained in place.

6. Surrogacy arrangements

An employee or their partner may qualify in relation to a child born through surrogacy where:

- a parental order had already been made; or
- they had applied, or intended to apply, for a parental order within six months of the child's birth and expected it to be granted.

The Human Resources Controller may seek only the information reasonably necessary to establish the statutory entitlement.

7. Stillbirth

Parental Bereavement Leave and Pay may be available following a stillbirth after 24 weeks of pregnancy.

The entitlement may apply to:

- the person who experienced the stillbirth;
- their spouse, civil partner or qualifying partner;
- an intended parent under a qualifying surrogacy arrangement; or
- another person who satisfies the statutory parental relationship requirements.

Maternity Leave and Statutory Maternity Pay may also continue to apply following a qualifying stillbirth.

Employees should refer to CPM 05 for the Maternity Leave and Pay procedure.

8. Miscarriage before 24 weeks

For employees working in Great Britain, the statutory Parental Bereavement Leave entitlement does not currently extend to miscarriage before 24 weeks.

Viamed recognises that any pregnancy loss can be deeply distressing. Employees affected by a miscarriage before 24 weeks should contact the Human Resources Controller or a director so that appropriate support can be considered under:

- sickness absence;
- compassionate leave;
- annual leave;
- flexible working;
- workplace adjustments; or
- another suitable company arrangement.

Pregnancy-related sickness affecting the employee who was pregnant will be handled in accordance with CPM 03 and CPM 05.

9. Taking leave

Parental Bereavement Leave may be taken at any point within 56 weeks of the death or stillbirth.

The 56-week period is divided into:

- the first eight weeks following the death or stillbirth; and
- weeks 9 to 56 following the death or stillbirth.

The employee may take the two weeks together or as two separate periods of one week.

Leave must be taken in complete weeks. It cannot normally be taken as individual days.

10. Notice during the first eight weeks

Where leave will begin within the first eight weeks following the death or stillbirth, the employee must notify Viamed before the time they would normally start work on the first day of the requested leave.

The employee should tell Viamed:

- the date of the death or stillbirth;
- the date on which they want the leave to begin; and
- whether they wish to take one or two weeks.

Notice may be given informally, including:

- in person;
- by telephone;
- by text message; or
- by email.

Viamed will not require the notice for Parental Bereavement Leave to be given in writing.

11. Notice after the first eight weeks

Where leave will begin from the ninth week onwards, the employee must normally give Viamed at least one week's notice before the requested leave begins.

The notice should confirm:

- the date of the death or stillbirth;
- the proposed leave start date; and
- whether one or two weeks of leave are being requested.

Where possible, the employee should contact the Human Resources Controller. However, Viamed will accept notice given to a line manager or director.

12. Evidence for Parental Bereavement Leave

Viamed will not require:

- evidence of entitlement to Parental Bereavement Leave;
- evidence of the employee's relationship with the child;
- a death certificate;
- a stillbirth certificate; or
- written confirmation of the leave request.

The employee will be treated sensitively and will not be asked to provide unnecessary personal or medical details.

13. Cancelling or changing leave

An employee may cancel a period of Parental Bereavement Leave where they provide at least the notice that would have been required to book the leave.

For leave due to begin within the first eight weeks, the employee must normally cancel no later than the time they would usually start work on the first day of the planned leave.

For leave due to begin from week 9 onwards, the employee must normally give at least one week's notice of cancellation.

A cancelled week may be rebooked, provided:

- the correct notice is given; and
- the leave is still completed within the 56-week entitlement period.

14. Taking leave alongside other statutory leave

Where the employee is already taking another type of statutory leave when the death or stillbirth occurs, Parental Bereavement Leave must normally begin after that other statutory leave ends.

This includes:

- Maternity Leave;

- Adoption Leave;
- Paternity Leave;
- Shared Parental Leave;
- Neonatal Care Leave; and
- Unpaid Parental Leave where the statutory rules apply.

Where Parental Bereavement Leave is interrupted by another statutory leave entitlement, the remaining Parental Bereavement Leave may be taken after the other leave ends, provided it is still completed within 56 weeks of the death or stillbirth.

Parental Bereavement Leave may be taken between Shared Parental Leave blocks that had already been booked when the child died.

15. Eligibility for Statutory Parental Bereavement Pay

Eligibility for Statutory Parental Bereavement Pay is separate from eligibility for Parental Bereavement Leave.

To qualify for Statutory Parental Bereavement Pay, the employee must normally:

- satisfy the relevant parental or caring relationship requirement;
- have been continuously employed by Viamed for at least 26 weeks up to the end of the relevant week;
- remain employed by Viamed up to the date of the death or stillbirth;
- earn at least the statutory average weekly earnings threshold;
- be absent from work for the week for which pay is claimed; and
- give the required notice and written declaration.

The relevant week is normally the week ending on the Saturday immediately before the week of the death or stillbirth.

For the 2026/27 tax year, the employee must normally earn an average of at least **£129 per week**.

16. Amount and duration of Statutory Parental Bereavement Pay

Statutory Parental Bereavement Pay may be payable for one or two complete weeks.

For the 2026/27 tax year, the weekly rate is the lower of:

- **£194.32 per week;** or
- **90% of the employee's average weekly earnings.**

Tax and National Insurance will be deducted where applicable.

Statutory Parental Bereavement Pay will normally be paid through payroll in the same way as normal wages.

The statutory rate and earnings threshold are reviewed annually. Viamed will apply the rates in force when the payment is due.

17. Notice and declaration for statutory pay

The employee must request Statutory Parental Bereavement Pay within 28 days beginning with the first day of the week for which pay is claimed.

For each period of pay, the employee must provide Viamed in writing with:

- their name;
- the date of the child's death or stillbirth; and
- the dates of the week or weeks for which pay is claimed.

The employee must also provide a written declaration confirming that they satisfy the relevant parental or caring relationship requirement.

The declaration is required only once when the employee first requests Statutory Parental Bereavement Pay.

18. Cancelling statutory pay

An employee may cancel a period of Statutory Parental Bereavement Pay where they provide the required notice.

Where the pay period was due to begin within the first eight weeks following the death or stillbirth, the employee must normally notify Viamed no later than the first day of the week of pay they wish to cancel.

Where the pay period was due to begin from week 9 onwards, the employee must normally give at least one week's notice.

A cancelled week may be claimed at a later date, provided:

- the employee remains eligible;
- the correct notice is given; and
- the pay period falls within the 56-week entitlement period.

19. Where the employee does not qualify for statutory pay

Where Viamed decides that an employee does not qualify for Statutory Parental Bereavement Pay, it will:

- explain the reason for the decision;
- provide form SPBP1, or an equivalent written notification; and
- identify the week that has been refused.

Viamed will provide form SPBP1, or an equivalent written notification, within seven days of making the decision and, in any event, within 28 days of the employee's pay request.

The employee may ask HMRC to consider a statutory-pay dispute where they disagree with the decision.

20. Multiple children

The entitlement applies separately to each child.

Where more than one child dies or is stillborn, the employee may qualify for:

- up to two weeks of Parental Bereavement Leave for each child; and
- Statutory Parental Bereavement Pay for each child, subject to the separate pay conditions.

The Human Resources Controller will handle the arrangements sensitively and will avoid requiring the employee to repeat distressing information unnecessarily.

21. Employment rights during leave

During Parental Bereavement Leave, the employee's contract of employment will continue except for terms relating to normal remuneration.

The employee will continue to benefit from applicable contractual rights, including:

- accrual of statutory and contractual holiday;
- applicable contractual benefits;
- applicable pay rises;
- continuity of employment;
- pension contributions during paid leave, subject to scheme rules; and
- protection from dismissal or detriment because they requested or took Parental Bereavement Leave.

The employee will normally have the right to return to the same job following Parental Bereavement Leave.

22. Contact during leave

Viamed may maintain reasonable and sensitive contact with an employee during Parental Bereavement Leave.

Contact may include:

- confirming leave and pay arrangements;
- agreeing a preferred return date;
- discussing compassionate support;
- considering annual leave or flexible working;
- discussing workplace adjustments;
- arranging a phased return where appropriate; or
- communicating an essential workplace matter.

Contact will be proportionate and will not place pressure on the employee to work or discuss matters before they feel able.

23. Returning to work

The employee is expected to return to work at the end of the agreed Parental Bereavement Leave period unless another arrangement has been agreed.

Before returning, the employee may discuss:

- a phased return;
- temporary changes to duties or hours;
- annual leave;
- flexible working;
- workplace adjustments;
- counselling or support; or
- another reasonable arrangement.

Any temporary arrangement will be considered according to the employee's circumstances and Viamed's operational requirements.

24. Compassionate support

Parental Bereavement Leave is a statutory minimum entitlement.

Viamed may consider additional support, which could include:

- compassionate leave;
- annual leave;
- unpaid leave;
- flexible working;
- temporary workplace adjustments;
- a phased return;
- counselling or external support; or
- another reasonable arrangement.

Any additional paid or unpaid leave will be considered separately and does not reduce the employee's statutory Parental Bereavement Leave entitlement.

25. Confidentiality

Information concerning:

- the death of a child;
- a stillbirth;
- the employee's family circumstances;
- medical information;
- adoption;
- surrogacy; or
- caring arrangements

will be treated sensitively and confidentially.

Information will be shared only where reasonably necessary for:

- payroll;
- leave administration;
- workplace cover;
- health and safety;
- legal compliance; or
- providing agreed support.

Managers must not disclose the circumstances to colleagues without the employee's agreement unless there is a clear legal or safeguarding reason.

26. Records

Viamed will maintain appropriate records concerning:

- the dates of leave taken;
- Statutory Parental Bereavement Pay requests;
- employee declarations;
- pay calculations;
- payments made;
- weeks refused and the reasons;
- return-to-work arrangements; and
- decisions made under this policy.

Statutory-pay records will be retained for at least three years from the end of the tax year to which they relate.

Records will be handled in accordance with Viamed's Data Protection Policy and document-retention requirements.

27. Equality and non-discrimination

No employee will be treated unfavourably because they:

- experienced the death of a child;
- experienced a stillbirth;
- requested or took Parental Bereavement Leave;
- requested Statutory Parental Bereavement Pay;
- provided a statutory declaration;
- requested bereavement-related support; or
- exercised another statutory family-leave right.

Concerns about discrimination, harassment or unfavourable treatment should be raised through the appropriate company procedure.

28. Responsibilities

The Human Resources Controller is responsible for:

- receiving leave and pay notifications;
- checking eligibility for statutory pay;
- arranging payroll instructions;
- maintaining appropriate records;
- protecting confidentiality;
- supporting return-to-work arrangements;
- considering reasonable additional support; and
- ensuring current statutory rates are applied.

Managers are responsible for:

- responding sensitively;
- accepting valid leave notification;
- not requesting prohibited evidence;
- protecting confidentiality;
- arranging suitable work cover;
- maintaining proportionate contact; and
- referring pay and entitlement matters to the Human Resources Controller.

Employees are responsible for:

- giving the required notice;
- supplying the written information required for statutory pay;
- providing an eligibility declaration where pay is claimed;
- notifying Viamed of any cancellation or change;
- maintaining agreed reasonable contact; and
- returning on the agreed date unless another arrangement has been approved.

29. Review

This policy will be reviewed annually and whenever there is a significant change to parental-bereavement legislation, statutory pay rates or official government guidance.

Where there is any conflict between this policy and a statutory employment right, the statutory right in force at the relevant time will apply.