

VIAMED Ltd
Company Personnel Manual

CPM 07.02 Bereaved Partner's Paternity Leave

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 Bereaved Partner's Paternity Leave where the:

- mother of the employee's child;
- main adopter of the employee's child; or
- main intended parent in a qualifying surrogacy arrangement

dies during the first year following the child's birth, placement or arrival in Great Britain.

Bereaved Partner's Paternity Leave is intended to provide protected time away from work so that an eligible employee can care for their child following the death of the child's mother, main adopter or main intended parent.

This statutory entitlement applies where the relevant death occurred on or after 6 April 2026. It is a day-one employment right and does not depend on the employee's length of service, working hours or earnings.

Bereaved Partner's Paternity Leave is separate from:

- ordinary Paternity Leave;
- Maternity Leave;
- Adoption Leave;
- Shared Parental Leave;
- Neonatal Care Leave;
- Parental Bereavement Leave;
- Unpaid Parental Leave;
- compassionate leave;
- annual leave; and
- sickness absence.

Employees should refer to the relevant Company Personnel Manual policies available through Intrastats.

2. Statutory status and pay

Bereaved Partner's Paternity Leave is a statutory entitlement to unpaid leave.

There is no statutory entitlement to pay during Bereaved Partner's Paternity Leave.

Viamed may consider whether contractual pay, compassionate leave, annual leave or another form of support is appropriate, but any such arrangement will be considered separately and will not reduce the employee's statutory leave entitlement.

Any contractual payment made by Viamed cannot be reclaimed from the government.

3. Who may qualify

An employee may qualify where they are:

- the child's father;
- the spouse or partner of the child's mother;
- the spouse or partner of the child's main adopter; or
- the spouse or partner of the child's main intended parent in a qualifying surrogacy arrangement.

The main adopter or main intended parent is normally the person in the couple who would have taken Adoption Leave.

The employee must also:

- be legally classed as an employee in England, Scotland or Wales;
- have the main caring responsibility for the child following the death;
- take the leave for the purpose of caring for the child; and
- satisfy the relevant birth, adoption or surrogacy conditions.

The entitlement is available to eligible employees in same-sex and opposite-sex relationships.

4. Day-one entitlement

Bereaved Partner's Paternity Leave is available from the employee's first day of employment.

Eligibility does not depend on:

- how long the employee has worked for Viamed;
- how many hours the employee works;
- the employee's earnings; or
- whether the employee qualifies for ordinary Statutory Paternity Pay.

The employee must remain legally classed as an employee and meet the other eligibility requirements when the leave is taken.

5. Qualifying death

To qualify, the child's:

- mother;
- main adopter; or
- main intended parent

must have died on or after 6 April 2026.

At the time of the death:

- a birth child must normally be less than one year old;
- an adopted child must normally have been placed with the employee for less than one year;
or
- a child adopted from overseas must normally have arrived in England, Scotland or Wales less than one year previously.

The employee must have the main responsibility for caring for the child following the death.

6. Birth arrangements

For a child born to the employee or their partner, the employee may qualify where they are:

- the child's father; or
- the spouse or partner of the child's mother.

The child must normally be less than one year old when the mother dies.

The leave must normally end within 52 weeks of the child's date of birth.

7. Adoption arrangements

For an adopted child, the employee may qualify where they are the spouse or partner of the main adopter who has died.

The main adopter is normally the person who was taking or would have taken Adoption Leave.

For a UK adoption, the leave must normally end within 52 weeks of the date the child was placed with the employee.

For an overseas adoption, the leave must normally end within 52 weeks of the date the child first arrived in England, Scotland or Wales.

Employees should refer to CPM 12 for the Adoption Leave and Pay procedure.

8. Surrogacy arrangements

An employee may qualify where they are the spouse or partner of the main intended parent in a qualifying surrogacy arrangement.

The employee must have:

- applied for a parental order; or
- intended to apply for a parental order

within six months of the child's birth.

The employee must reasonably expect the parental order to be granted.

The leave must normally end within 52 weeks of the child's birth.

9. Amount of leave

An eligible employee may take up to 52 weeks of Bereaved Partner's Paternity Leave.

The actual amount available depends on:

- the child's age when the death occurs;
- how long ago an adopted child was placed;
- how long ago an overseas-adopted child arrived in Great Britain; and
- the statutory date by which the leave must end.

The leave period cannot normally extend beyond:

- 52 weeks after the child's birth;
- 52 weeks after the adoption placement began; or
- 52 weeks after an overseas-adopted child first arrived in England, Scotland or Wales.

The leave must be taken as one continuous block.

10. When leave may start

Bereaved Partner's Paternity Leave may start no earlier than the day after the death of the child's mother, main adopter or main intended parent.

The employee may choose a later start date, subject to:

- the statutory notice requirements;
- the date by which the leave must end; and
- any other statutory leave being taken.

The Human Resources Controller will confirm the agreed start date and expected return date in writing once sufficient information has been provided.

11. Death shortly before the first anniversary

Where the mother, main adopter or main intended parent dies less than 14 days before:

- the child's first birthday;
- the first anniversary of an adoption placement; or
- the first anniversary of the date an overseas-adopted child arrived in England, Scotland or Wales,

the employee may take up to two weeks of Bereaved Partner's Paternity Leave.

In these circumstances, the leave must end within 14 days of the death.

12. Notice information

When notifying Viamed of their intention to take Bereaved Partner's Paternity Leave, the employee should provide:

- the date on which the mother, main adopter or main intended parent died;

- the date on which the employee wants the leave to begin;
- the child's date of birth;
- for a UK adoption, the child's placement date; or
- for an overseas adoption, the date the child first arrived in England, Scotland or Wales.

Viamed will not require the employee to provide a death certificate or other evidence of entitlement to the statutory leave.

13. Notice during the first eight weeks

Where the employee wants the leave to begin during the first eight weeks following the death, they must notify Viamed before the time they would normally begin work on the first day of leave.

Notice may be given informally, including:

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

Viamed will not require the initial notice to be given in writing.

The employee does not have to provide a final return-to-work date until the end of the first eight weeks following the death.

14. Continuing leave beyond the first eight weeks

Where an employee begins leave during the first eight weeks and wishes the leave to continue beyond that period, they must notify Viamed by the end of the first eight weeks.

The notification must be given in writing and should:

- state how much leave the employee intends to take;
- confirm the expected return-to-work date;
- confirm that the leave is being taken to care for the child; and
- confirm that the employee continues to meet the statutory eligibility conditions.

Written notification may be provided by email, text message, letter or another agreed written method.

15. Leave starting after the first eight weeks

Where the employee wants Bereaved Partner's Paternity Leave to begin more than eight weeks after the death, they must normally give Viamed at least one week's written notice.

The notice should:

- state the intended leave start date;
- state the amount of leave requested;
- confirm that the leave is being taken to care for the child; and
- confirm that the employee meets the eligibility requirements.

Viamed may agree to waive or shorten the notice requirement where appropriate.

16. Evidence

Viamed will not require the employee to provide:

- a death certificate;
- evidence of the employee's relationship with the deceased person;
- evidence of the employee's relationship with the child;
- adoption documentation solely to prove the death; or
- other evidence of statutory entitlement to the leave.

The Human Resources Controller may request only the limited information required by law to administer the leave properly.

The employee will not be asked to provide unnecessary personal, medical or family information.

17. Taking leave with other statutory family leave

Bereaved Partner's Paternity Leave may be taken before or after another statutory family-leave entitlement, including:

- ordinary Paternity Leave;
- Shared Parental Leave;
- Neonatal Care Leave;
- Adoption Leave where applicable;
- Unpaid Parental Leave; or
- statutory leave relating to another child.

Where the employee is already taking another type of statutory leave when the death occurs, Bereaved Partner's Paternity Leave may begin after that other leave ends.

Bereaved Partner's Paternity Leave may also be taken between two previously booked blocks of another parental leave, such as Shared Parental Leave.

18. Ordinary Paternity Leave

Bereaved Partner's Paternity Leave is separate from ordinary Paternity Leave.

An eligible employee may still qualify for ordinary Paternity Leave and Pay, subject to the separate statutory rules.

Bereaved Partner's Paternity Leave may be taken before or after ordinary Paternity Leave.

Employees should refer to CPM 07 for the Paternity Leave and Pay procedure.

19. Shared Parental Leave

An employee may take Bereaved Partner's Paternity Leave:

- before Shared Parental Leave;
- after Shared Parental Leave; or

- between two separate Shared Parental Leave blocks.

The employee must satisfy the separate eligibility and notice requirements for Shared Parental Leave.

Employees should refer to CPM 13 for the Shared Parental Leave and Pay procedure.

20. Neonatal Care Leave

Where the child receives qualifying neonatal care, the employee may also be eligible for Neonatal Care Leave and Pay.

Bereaved Partner's Paternity Leave may be taken before or after Neonatal Care Leave, subject to the statutory rules.

Employees should refer to CPM 06 for the Neonatal Care Leave and Pay procedure.

21. Cancelling leave

An employee who wishes to cancel a planned period of Bereaved Partner's Paternity Leave must notify Viamed in writing.

Where the leave was due to begin during the first eight weeks following the death, the employee must normally notify Viamed before the first day of the planned leave.

Where the leave was due to begin more than eight weeks after the death, the employee must normally provide at least one week's notice of cancellation.

Viamed may agree to waive or reduce the required notice.

22. Changing the return date

An employee wishing to change their return-to-work date must notify Viamed in writing.

Where the employee is due to return within the first eight weeks following the death, they must normally give at least one week's notice of the changed date.

Where the new return date would fall more than eight weeks after the death, the employee must also confirm that:

- the leave remains for the purpose of caring for the child; and
- they continue to meet the eligibility conditions.

Where the employee is due to return more than eight weeks after the death, they must normally give at least eight weeks' notice of an earlier or later return date.

Viamed may agree to accept a shorter notice period.

23. If the child dies during leave

Where the child dies while the employee is taking Bereaved Partner's Paternity Leave, the leave must normally end within eight weeks, beginning with the Sunday after the child's death.

The employee may also qualify for:

- Parental Bereavement Leave;
- Statutory Parental Bereavement Pay;
- compassionate leave;
- annual leave; or
- other support.

Employees should refer to CPM 07.01 for the Parental Bereavement Leave and Pay procedure.

24. If an adopted child is no longer in the employee's care

Where an adopted child is no longer in the employee's care during Bereaved Partner's Paternity Leave, the leave must normally end within eight weeks, beginning with the Sunday after the child ceased to be in their care.

The employee should notify the Human Resources Controller as soon as reasonably practicable.

Viamed and the employee will discuss:

- the revised return date;
- compassionate support;
- annual leave;
- flexible working; and
- any other suitable arrangement.

25. Keeping in Touch days

An employee may agree to work for up to ten Keeping in Touch days during Bereaved Partner's Paternity Leave without bringing the statutory leave to an end.

Keeping in Touch days may be used for:

- work;
- training;
- meetings;
- workplace updates;
- return-to-work planning; or
- another agreed work-related purpose.

Any work undertaken on a day will normally count as one complete Keeping in Touch day, even where the employee works for only part of the day.

Keeping in Touch days are optional. Neither Viamed nor the employee is required to offer or accept them.

Any work and payment arrangements must be agreed in advance.

26. Contact during leave

Viamed may maintain reasonable and sensitive contact with an employee during Bereaved Partner's Paternity Leave.

Contact may include:

- confirming leave arrangements;
- discussing Keeping in Touch days;
- communicating essential workplace developments;
- consulting about organisational change or redundancy;
- discussing training;
- planning the employee's return;
- considering flexible working;
- considering workplace adjustments; or
- discussing additional support.

The employee and Viamed may agree a preferred method and reasonable frequency of contact.

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

27. Employment rights during leave

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

The employee will normally continue to benefit from:

- accrual of statutory and contractual holiday;
- applicable contractual benefits;
- applicable pay rises;
- continuity of employment;
- pension treatment in accordance with statutory requirements and scheme rules; and
- protection from dismissal or detriment because they requested or took Bereaved Partner's Paternity Leave.

The employee's statutory employment rights, including rights relating to holidays, pay rises and returning to work, remain protected during the leave.

28. Returning to work

The employee is expected to return on the confirmed return date unless a lawful change has been agreed.

The employee's right to return will depend on:

- the duration of Bereaved Partner's Paternity Leave;
- whether it was combined with another statutory family leave; and
- the statutory return-to-work rules applicable to the combined period.

The employee will normally have the right to return to:

- the same job; or
- where the statutory rules permit and return to the same job is not reasonably practicable, another suitable and appropriate job on terms that are no less favourable.

The employee should discuss any proposed:

- phased return;
- flexible-working request;
- temporary change to duties or hours;
- annual leave;
- workplace adjustment; or
- other support

as early as reasonably practicable.

An employee who decides not to return must provide the contractual notice required to end their employment.

29. Redundancy and dismissal protection

An employee must not be selected for redundancy, dismissed or subjected to a detriment because they:

- requested Bereaved Partner's Paternity Leave;
- took or proposed to take the leave;
- provided statutory notice;
- used a Keeping in Touch day; or
- exercised another related statutory right.

Where enhanced redundancy protection applies, Viamed will apply the statutory priority rules concerning any suitable alternative vacancy.

The protection does not prevent a genuine redundancy where no suitable alternative vacancy exists, but Viamed must follow a fair procedure and must not select the employee because of the leave.

30. Additional compassionate support

Bereaved Partner's Paternity 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 will not reduce the employee's statutory entitlement.

31. Confidentiality

Information concerning:

- the death of the child's mother, adopter or intended parent;
- the employee's relationship with the deceased person;
- the child;
- an adoption;
- a surrogacy arrangement;
- medical information; or
- the employee's family circumstances

will be handled sensitively and confidentially.

Information will be shared only where reasonably necessary for:

- leave administration;
- payroll;
- 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.

32. Records

Viamed will maintain appropriate records concerning:

- the date of the death;
- the child's birth, placement or arrival date;
- the leave start date;
- the expected return date;
- changes or cancellations;
- Keeping in Touch days;
- return-to-work arrangements;
- additional support provided; and
- decisions made under this policy.

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

Only information reasonably required to administer the entitlement will be retained.

33. Equality and non-discrimination

No employee will be treated unfavourably because they:

- experienced the death of their partner or the other parent of their child;
- requested or took Bereaved Partner's Paternity Leave;
- changed or cancelled their leave;
- requested a Keeping in Touch day;
- requested compassionate support;
- requested a flexible-working arrangement; or

- exercised another statutory family-leave right.

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

34. Responsibilities

The Human Resources Controller is responsible for:

- receiving leave notifications;
- checking eligibility;
- confirming leave dates;
- maintaining appropriate records;
- protecting confidentiality;
- arranging any necessary payroll instructions;
- supporting return-to-work arrangements;
- considering reasonable additional support; and
- applying the statutory requirements in force at the relevant time.

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 entitlement matters to the Human Resources Controller.

Employees are responsible for:

- providing the required notice;
- supplying accurate information;
- confirming continued eligibility where required;
- notifying Viamed of any cancellation or change;
- maintaining agreed reasonable contact; and
- returning on the agreed date unless another arrangement has been approved.

35. Review

This policy will be reviewed annually and whenever there is a significant change to Bereaved Partner's Paternity Leave legislation 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.