



Personnel Sub-Committee

Date: 6 July 2020

Title: Parental Bereavement Leave

Purpose of the Report: To seek approval for updates to the Compassionate and Special Leave Procedure as a result of recent legislation.

Contact Officer: Sarah Sandiford – Deputy Town Clerk

Corporate Objective/s	LLTC Three Year Plan – Aim 1 (to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council).
Implications:	
Financial	
Human Resources	
Operational/Service delivery	
Legal/Health and Safety	To ensure that Council procedures reflect new legislation which came into force in April 2020.

1. RECOMMENDATIONS:

Should the Sub-Committee be minded, the recommendations are:

- 1.1 To note the report.
- 1.2 To recommend to Policy and Finance Committee approval of the revised Section 7 of the Council’s Compassionate and Special Leave Procedure, to reflect the legal entitlements to employees resulting from the Parental Bereavement Leave and Pay Act 2018.

2. BACKGROUND

- 2.1 Luton Borough Council (LBC) has been providing Human Resources support, advice and guidance to Leighton-Linslade Town Council for a number of years.
- 2.2 LBC has advised that the Council's Compassionate and Special Leave Procedure will need to be updated to incorporate the legal entitlements to employees as a result of the Parental Bereavement Leave and Pay Act 2018, which came into effect from April 2020.
- 2.3 There is a statutory right to 5 days paid leave, along with a statutory qualifying period of employment of 26 weeks for the next 5 days, paid at a lower rate.
- 2.4 Most public sector bodies are offering the 10 days paid with no qualifying period of employment. The rationale behind this is that hopefully these circumstances won't arrive often and secondly upon the loss of a child, the parents would be absent from work in any case regardless. Therefore, it is being considered a first day right.
- 2.5 The recommendation is therefore to include the wording below as section 7 of the existing Compassionate and Special Leave Procedure:

7.0 Parental bereavement leave

7.1 Employees are entitled to two weeks paid leave on the death of a child under the age of 18 or if they have suffered a still birth 24 weeks or more into pregnancy.

7.2 This entitlement also applies to employees with parental responsibilities for children who are not their birth parents, i.e for adoptive parents, those who are fostering to adopt, legal guardians and most foster parents (except those who are in short-term fostering arrangements).

7.3 The leave can be taken as a single block of two weeks, or two separate blocks of one week at different times. It can't be taken as individual days. The leave can be taken at any time up to 56 weeks from the date of the death of the child.

7.4 This leave can be taken straight away after the death of the child, and parents will not have to give notice to take the leave, within the first eight weeks. However an employee will need to inform the council of the reason for their absence, when their child died, and when they want the leave to start, and how much time they want to take off (i.e. one or two weeks).

7.5 If this leave is not taken straight away, within the first eight weeks, (or all of it is not taken straight away), then the employee will

be required to submit a leave of absence request to give one week's notice of their intention to take the leave.

End.