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| **Parental Bereavement Leave: Record** **Of Employee's Notice To Take Leave** |
| **For the attention of Line Managers/Human Resources**This form is for a line manager or HR to record that an employee has provided notice that they are taking parental bereavement leave, which is available to the parents of a child who has passed away (including where the parents have suffered a stillbirth after 24 weeks of pregnancy).This form contains the information that you need to gather from the employee for them to take parental bereavement leave. You should not, under any circumstances, give the employee this form to complete themselves. Please see the notes below for further guidance on filling in this form. |
| **Name of employee:** |   |
| **Date of child's death:** |   |
| **If more than one child has passed away, how many?** |  |
| **Does the employee meet one of the criteria for the leave?** | Choose an item. |
| **Date on which the employee is beginning parental bereavement leave:** |   |
| **Does the employee wish to take** **one or two weeks' parental bereavement leave?\*****\*If more than one child has died, the employee is entitled to two weeks per child.** | One week/Two weeks (delete as appropriate) per child |
| To be signed and dated by a line manager or an HR: |
| **Signed:** |   |
| **Dated:** |   |

**Notes**

***Who should complete this form?***

This form should be completed by a line manager or HR - it is not appropriate to require the bereaved employee to complete this form.

Informal notification, such as a phone call or email, is sufficient to take parental bereavement leave. Please ensure that you obtain the necessary information from the employee in a sensitive manner.

***When to complete this form***

Complete this form when an employee is taking one or two weeks' parental bereavement leave. Where more than one of an employee's children loses their life (for example in an accident involving multiple fatalities), the employee is entitled to two weeks' parental bereavement leave for each child - in these circumstances, please include details on the form, along with the number of weeks the parent would like to take.

There is no minimum service requirement, meaning that parental bereavement leave is available to employees from day one of their employment with us.

***Evidence to take parental bereavement leave***

The employee does not have to provide any evidence of their child's death.

***Notice to take parental bereavement leave***

If the employee intends to begin parental bereavement leave within the first 56 days of the date of the child's death, they can take the leave straightaway. They do not have to provide a period of notice, meaning that they can let us know of their intention to take parental bereavement leave at any time before they would have been due to start work.

However, this may not be feasible, and notice can also be provided as soon as it is "reasonably practicable" to do so. You should therefore take an exceptionally sensitive and flexible approach when it comes to obtaining an employee's notice to take parental bereavement leave.

If the employee intends to begin parental bereavement leave more than 56 days after the child's death, the bereaved parent must give us at least one week's notice of their intention to take parental bereavement leave.

***Timing of parental bereavement leave***

Parental bereavement leave operates in units of one week (a week is the same number of days that you normally work in a week) and is not available as individual days. The bereaved employee can take the leave as:

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

The above options are available per child if more than one child has passed away.

The leave can start on or after the date of the death or still birth and must finish within 56 weeks of the date of the death or stillbirth.

***Cancellation of parental bereavement leave***

If the employee has asked to begin parental bereavement leave within the first 56 days of the date of the child's death, they can cancel their parental bereavement leave, as long as they let us know before they would have been due to start work on the first day of the leave.

If the employee has asked to begin parental bereavement leave more than 56 days after the child's death, they can cancel their parental bereavement leave, as long as they let us know at least one week in advance.

An employee cannot cancel any week of parental bereavement leave that has already begun.

***Recording the parental bereavement leave on ERP***

HR will enter the leave on [Cloud ERP](https://enzj.fa.em3.oraclecloud.com/hcmUI/faces/FuseWelcome) once the form has been submitted.