**Compassionate Leave Policy**

June 2020

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to compassionate leave. This policy sets out the statutory rights and responsibilities of team members who wish to take time off for the loss of a family member.

**Scope**

The policy is a guide only and not contractual and applies to all team members within the Thwaites group of companies.

# Compassionate Leave

The primary purpose of compassionate leave is to help team members to come to terms with the death of a loved one. Team members are only entitled to time off if the loved one is an immediate family member (spouse, civil partner, partner, parent, child or sibling).

Compassionate leave is also available to take care of a dependant or to come to terms with severe personal problems or the injury or critical illness of an immediate family member*.*

# Procedure

The team member should contact their line manager to request compassionate leave as soon as reasonably practicable and each case will be viewed sympathetically.

# Length of Time and Payment

The manager will take into account matters such as the team members relationship with the deceased, domestic responsibilities and travel requirements, but will not grant more than three days' leave. This leave is paid for monthly and hourly paid team members. If any further leave is needed, the team member will need to use annual leave or request further unpaid leave.

In the case of death of a close relative who is not immediate family, the team member may request unpaid leave to attend the funeral.

The Company will review each request on a case by case basis.

**Statutory Parental Bereavement Leave**

From 6th April 2020, following the death of a child (under the age of 18, or stillborn (after 24 weeks) a parent is entitled to 2 weeks Statutory Parental Bereavement Leave which can be in the 56 weeks following their child’s death. (if more than 1 child dies, the team member is entitled to 2 weeks Statutory parental bereavement Leave for each child)

This right applies to,

* biological parents,
* adoptive parents,
* a person who lived with the child and had responsibility for them for at least 4 weeks before they died,
* intended parent – due to become the legal parent through surrogacy
* partner of the parents child, if they live with the child and the child’s parent in an enduring family relationship

Team members are entitled to this from the day they start their job

**Taking Statutory Parental Bereavement Leave**

A team member can choose to take either 1 or 2 weeks leave.

If a team member takes 2 weeks, this can be taken in one go, or 2 separate weeks. The leave must end within 56 weeks of the child’s death. The date of the child’s death is the start of the 56 weeks.

A team member must tell their employer (give notice) to use Statutory parental bereavement Leave.

To give notice, the team member must tell their Manager

* When they want the leave to start
* Whether they want to take 1 or 2 weeks
* The date their child died

This notice does not need to be inwriting

If it is within 56 days of their child dying, a team member can start their leave as soon as they give notice. They must tell their Manager before they start their leave. This can be on the first day of leave as long as it’s before they were due to start work. (if they have started work, then the leave would start the next day) They can also cancel their leave as long as they tell their Manager before their leave is due to start. This can be on the day their leave was due to start, as long as it is before they usually start work. Any cancelled leave can be taken later by giving notice again

If leave is to be taken after 56 days of the child’s death, the team member should give their Manager 1 weeks’ notice to take, or cancel the leave.

**Statutory Parental Bereavement Pay**

2 weeks Statutory Parental Bereavement Pay is payable

•If their child dies under the age of 18 or is stillborn after 24 weeks of pregnancy

•They were employed when their child died

•They have worked for Daniel Thwaites for at least 26 weeks on the Saturday before the child’s death

•They earn an average of at least £120 per week, before tax

Eligible team members will get one the lower of the following

•£151.20 per week (April 2020)

•90% of their average weekly earnings

The team member needs to ask their Manager in writing (give notice) to receive Statutory Parental Bereavement Pay, they must confirm

* Their name
* Their entitlement to Statutory Parental Bereavement Pay
* The start and end dates of the leave they want to claim for
* The date of their child’s death
* Their relationship with the child

Notice must be given within 28 days of starting the leave, if someone take the leave in 2 separate weeks, the must give notice in writing for each week. Team members can give notice for their leave and pay in one document

<https://www.gov.uk/parental-breavement-pay-leave>