

Bereaved Partner's Paternity Leave Policy



Policy

This policy sets out the arrangements for Bereaved Partner's Paternity Leave (BPPL). BPPL allows eligible employees to take leave following the death of a child's primary carer within the first 52 weeks after birth or placement for adoption. The purpose of this leave is to support the employee in caring for the child and in managing the immediate impact of the bereavement.

For compassionate leave in other circumstances, please see the Compassionate Leave Policy.

For long term absence arrangements, please refer to the Absence Management Policy.

Where eligible, Shared Parental Leave and Pay may offer additional benefits; please refer to the Shared Parental Leave Policy.

This policy is not contractual and may be amended at any time.

Scope

This policy applies to all nursery employees, including those working in rooms, administration and management roles.

It does not apply to agency workers, consultants, volunteers, interns or contractors.

Responsibility for the Policy

The Nursery Manager has day to day responsibility for ensuring this policy is followed within the setting. Employees should raise any questions with the Nursery Manager. This policy will be reviewed annually.

Eligibility for BPPL

You are entitled to BPPL if:

1. The child's primary carer has died within 52 weeks of:
 - the child's birth, or
 - the child's placement for adoption.
2. You are:
 - the child's father, or
 - the partner of the child's primary carer.
3. You are taking the leave specifically to care for the child.
(The nursery may request reasonable confirmation of this.)

Definition of Primary Carer

The "primary carer" means:

- The birth mother, or
- In adoption cases: the person with whom the child is placed for adoption (or the joint adopter elected to receive adoption leave), or
- In surrogacy cases: the designated intended parent.

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Length of BPPL

- BPPL is a single continuous period of leave lasting up to 52 weeks.
- Leave can begin at any time after the bereavement.
- If the bereavement occurs within the final two weeks of the 52 week window, leave may extend up to two weeks beyond that period.

Starting BPPL Within Eight Weeks of Bereavement

If you wish to begin BPPL within the first eight weeks after the bereavement:

- You must notify your Nursery Manager as soon as possible and before your first day of BPPL.
- You must provide the written information listed in the Written Notice Requirements section:
 - Within eight weeks of the bereavement, and
 - At least one week before your return to work date.

Changing the Start Date (first eight weeks)

You may change your BPPL start date by notifying your Nursery Manager before the earlier of:

- the original start date, or
- the new start date.

Cancelling BPPL Prior to Start

You may cancel your leave at any time before it begins and rebook it using:

- Starting BPPL Within Eight Weeks of Bereavement rules if within eight weeks
- Starting BPPL More Than Eight Weeks After Bereavement rules if outside eight weeks

Starting BPPL More Than Eight Weeks After Bereavement

If you wish to begin BPPL more than eight weeks after the bereavement:

- You must give at least one week's written notice to your Nursery Manager.
- The written notice must include all information listed in the Written Notice Requirements section.

Cancelling or Rebooking Leave

You may cancel or rebook leave with one week's written notice.

Written Notice Requirements

You must provide the following information in writing:

- Date of bereavement
- Child's date of birth or placement
- Intended BPPL start date
- Intended return to work date
- Confirmation that all eligibility criteria in this policy are met

All written documentation must also be uploaded to the HR platform.

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Pay During BPPL

- Employees may claim Statutory Paternity Pay (SPP) for up to two weeks if eligible.
- Enhanced paternity pay (if applicable) will follow the Paternity Leave Policy.
- Any remaining BPPL is unpaid unless stated otherwise in your contract.

Terms and Conditions During BPPL

- All contractual terms remain in place during BPPL except for pay.
- Annual leave continues to accrue and may be carried forward as per your contract or the Holidays Policy.
- Employer pension contributions continue during paid BPPL (e.g., SPP periods).
- Employee pension contributions will be based on actual pay unless the employee opts to top up contributions.

Keeping in Touch (KIT) Days

- Reasonable contact may be maintained during BPPL.
- You may work up to 10 KIT days without ending your leave.
- KIT days must be agreed in advance with your Nursery Manager.
- KIT days are paid at your normal basic rate.

Changing the Return to Work Date

To change your return date:

- If your original return date is within eight weeks of the bereavement:
→ Provide one week's written notice before the earlier of the old or new return date.
- If your original return date is more than eight weeks after the bereavement:
→ Provide eight weeks' written notice.

Your return to work date cannot be later than 52 weeks after the birth or adoption placement.
If additional time off is required, you may request annual leave or parental leave.

HR Platform Requirements

Employees must:

- Log all BPPL dates on the HR platform

Managers must:

- Ensure all BPPL records and documentation are accurate, complete and stored correctly on the HR platform
- Keep track of BPPL start/end dates and return to work arrangements