

Parental Bereavement Leave

Policy and Guidelines

At King's we understand losing a child is among the most devastating events that anyone can face, and we want to support employees in these circumstances.

We understand that everyone's situation is different, and the support required will vary.

The provisions in this policy are available to employees regardless of sexual orientation, gender identity or any other protected characteristic.

This policy does not form part of your contract of employment. The University reserves the right to amend the terms of this policy when required.

Essential Information

Employees with parental responsibility who lose a child under 18 years old, will be able to take 4 weeks paid leave, this includes experiencing a stillbirth after 24 weeks of pregnancy. If parents lose more than one child, they are eligible for the leave for each child.

The leave can be taken any time within 56 weeks of the death and should be taken in blocks of at least one week, this can be together or at different times.

Parental Bereavement Pay is a Statutory Payment which will be paid through King's payroll and enhanced to full pay.

How to Apply

All you need to do is email your manager with the dates you intend to take. We appreciate that this will be a very difficult email to write, but please do be aware that we will need to know the date that your child passed away.

Unless you intend to take the leave at a later date (after the first 56 days of the death) you do not need to provide notice.

Your manager will record the dates on PeopleXD or your local reporting system and email payroll@kcl.ac.uk to inform them of the leave.

We will try and be as flexible as possible and will allow you to change your leave dates, if required. Unfortunately, we cannot change the dates if you have already commenced a period of Parental Bereavement Leave or the leave cannot be completed within 56 weeks of the death.

Where both parents are employees of King's College London, both will be entitled to up to four weeks of parental bereavement leave.

Things to Think About

King's offers a variety of leave types and you may be able to take additional leave depending on your circumstances.

If you experience a still birth from 24 weeks, you will remain entitled to statutory leave such as [Maternity Leave](#), [Adoption Leave](#), [Paternity and Partner's Leave](#) and [Shared Parental Leave](#). If you wish to take parental bereavement leave after this you can.

You may also consider requesting a period of [compassionate leave](#).

If your health has been affected by bereavement [sickness absence](#) may be appropriate whilst you seek medical support.

You may also wish to consider [flexible working](#) to request a phased return, flexible hours, or additional support when you come back.

Further Support

Our [bereavement](#) webpages provide details of resources and support that you can access if you are grieving or feel that you may need additional help.

Remember you have access to our [Employee Assistance Programme](#) who can provide you with support. It is independent, confidential, and free to use for the King's community. They can provide expert advice on a range of matters including coping with bereavement, legal matters and a counselling service.

Charities such as [Cruse Bereavement Support](#) and [Child Bereavement UK](#) offer information and support with the loss of a child. Our [Chaplaincy team](#) are also available to support those mourning the death of a loved one.

If you have experienced pregnancy loss, please refer to our [guidance](#) which includes details of charities and specialist support groups who offer information and support.

If you have any questions about parental bereavement leave, please speak to your manager in the first instance. For managers who need advice contact your [HR Business Partner](#) who will be able to assist.

Version Control

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