

POLICY REVIEW RECORD

(a) SPECIAL LEAVE POLICY and (b) LEAVE OF ABSENCE FOR TEACHERS AND ASSOCIATED PROFESSIONALS POLICY	
Background	<p>The Employment Rights Act 1996 provides a legal right for employees to take “reasonable” time off to deal with an emergency (such as the death of a child). However, this entitlement is only to unpaid leave.</p> <p>The Parental Bereavement (Leave and Pay) Act 2018 (and associated Regulations) will give two weeks statutory bereavement leave, paid at the statutory rate (currently £151.20) for employed parents with 26 weeks service.</p> <p>The Special Leave Policy and Leave of Absence for Teachers and Associated Professionals both currently provide for up to 5 days paid leave (normal contractual pay) to be granted to all employees in these circumstances.</p> <p>The Policies will require amendment to reflect the new legislation, including any enhanced provisions already in place and considering whether or not this enhanced provision will extend to all employees over both weeks of leave.</p> <p>Benchmarking with a number of other Local Authorities, along with research into the legislative requirements has been undertaken.</p>
Findings	<p>Suggested amendments/additions to the Policies include:</p> <ul style="list-style-type: none"> • Revised wording to reflect the specific requirements in relation to Parental Bereavement Leave and Pay • The introduction of a specific form for this purpose to adhere to the requirements of the Statutory Parental Bereavement Pay element as it is not appropriate to amend the generic Special Leave Form, given the particular circumstances relating to parental bereavement leave and pay. <p>It is therefore recommended that a low level review of the Policies is completed.</p>
Implications	<p>The above changes would ensure that the Council meets the legislative requirements and affords appropriate enhancement in line with current policy arrangements.</p>
Summary	<p>In order to move forward with reviewing this Policy, members of the Policy Forum are asked to consider the suggested amendments above.</p>