

1. Does your organisation have a formal bereavement policy in place? The Council provides for both special leave (which includes time off for the loss of a close family member) and parental bereavement leave.
  
2. If you answered YES to Q1, what is the length of leave time granted? **Special Leave** - up to 10 paid days of special leave in any given year, based on a rolling 12-month period (pro-rata for part-time employees).  
  
**Parental Bereavement Leave** - Parents of children up to the age of 18 have a statutory right to two weeks bereavement leave at statutory pay. This includes still birth from 24 weeks of pregnancy, after which full maternity leave will kick in. The first 10 days will be paid at an employee's normal pay under the special leave provisions. In exceptional circumstances the Chief executive Officer can approve additional discretionary leave.
  
3. How much unpaid leave time does your organisation grant on compassionate grounds after a bereavement? Above the paid leave options mentioned above, staff can apply for time off without pay subject to manager approval. We do not set any limits on the amount of time that can be requested.
  
4. Are you aware of Parental Bereavement Leave? Yes, as above.
  
5. If you answered YES to Q4. How much time is granted? As above.
  
6. Does your Organisation provide counselling support? Yes.
  
7. If you answered YES to Q5. How much time is granted? 6 days, however, staff also have access to telephone counselling via Employee Assistance Programme.
  
8. Sickness absence related to a miscarriage What is the length of time granted? This is determined by the GP Fit to Work note.

*If you answered YES to Q1, I kindly request a copy of your organisations bereavement policy or any relevant documents outlining the provisions and guidelines of the policy.*

See attached overview of 'Types of Leave' within which special leave and parental bereavement leave is outlined.

# TYPES OF LEAVE



What is it?	Who is it for?	What is the statutory entitlement?	What do we offer at Wigan?
<p><b><u>Maternity/</u></b> <b><u>Adoption leave</u></b></p>	<p>Employees who are having a baby, adopting a child or having a baby through surrogacy.</p>	<p>52 weeks leave: 6 weeks at 90% normal pay 33 weeks at statutory pay 13 weeks without pay</p>	<p>52 weeks leave: 6 weeks at 90% normal pay 12 weeks at 50% normal pay plus statutory pay* 21 weeks at statutory pay 13 weeks without pay *subject to 12 months local government (LG) service and if returning to work.</p>
<p><b><u>Paternity leave</u></b></p>	<p>Employees whose partners are having a baby, adopting a child or having a baby through surrogacy.</p>	<p>2 weeks leave at statutory pay if you have 26 weeks service at the 15<sup>th</sup> week of pregnancy or match for adoption.</p>	<p>2 weeks leave: 1 week at normal pay* 1 week at statutory pay *subject to 26 weeks service</p>

<b><u>Maternity support leave</u></b>	Employees who have been nominated by the mother as the primary support/carer at the time of birth.	No statutory entitlement, would fall under time off for dependants - without pay.	1 week at normal pay N.B. employees eligible for both paternity and maternity support leave will receive 1 week at normal pay and 1 week at statutory pay.
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<b><u>Shared parental leave</u></b>	Both parents who are having a baby, adopting a child or having a baby through surrogacy.	The option to share up to 50 weeks of maternity/adoption leave and 37 weeks of pay subject to eligibility criteria.	The option to share up to 50 weeks of maternity/adoption leave and 37 weeks of pay subject to eligibility criteria.
<b><u>Parental leave</u></b>	Any parent of children up to age 18.	Time off without pay at a maximum of 18 weeks up to a child turning 18 (includes leave taken with previous employers). 4 weeks per year per child to be taken in whole weeks only.	Time off without pay for the care of children up to age 18. Leave may be requested in days and weeks, regardless of their child's circumstances. Requests will also be considered for leave in hours, such as a temporary reduction in working hours or a change in working pattern.

<b><u>Foster friendly leave</u></b>	Employees who are applying to become foster carers or approved foster carers.	No statutory entitlement.	Up to 4 days paid leave for employees applying to become foster carers. Up to 5 days paid leave for approved foster carers to attend review meetings or training.
<b><u>Special leave</u></b>	Employees who are experiencing times of crisis, for example the loss of a close family member or other serious event that is significantly impacting on their wellbeing.	No statutory entitlement for time off with pay.	Leave with normal pay at the discretion of the employee's manager. The amount of time will depend upon the individual circumstances and will be up to a maximum of 10 days. In exceptional circumstances the CEO may approve additional special leave
<b>What is it?</b>	<b>Who is it for?</b>	<b>What is the statutory entitlement?</b>	<b>What do we offer at Wigan?</b>
<b><u>Parental bereavement leave</u></b>	Bereavement leave for parents of children under age 18. Includes still birth from 24 weeks	2 weeks leave at statutory pay.	10 days at normal pay followed by statutory pay unless approved otherwise by Assistant Directors. N.B where appropriate, full maternity leave will apply following the 2 weeks leave for employees who are eligible.

<p><b><u>Time off for dependants</u></b></p>	<p>Employee's facing an emergency involving a dependant.</p>	<p>Reasonable time off without pay to deal with an emergency.</p>	<p>Reasonable time off without pay to deal with an emergency involving a dependant. Situations may include:</p> <ul style="list-style-type: none"> <li>• dependant falling ill.</li> <li>• arrangements for provision of emergency care, for example where a child falls ill at school or arrangements for the care of a dependant are unexpectedly interrupted.</li> </ul>
<p><b><u>Unpaid leave</u></b></p>	<p>Any employee can request unpaid leave</p>	<p>No statutory right other than time off for dependants.</p>	<p>Time off without pay subject to manager approval. Requests must be made in advance with adequate notice and decisions will be based on reasonableness for example length of absence and impact on the service.</p>
<p><b><u>Carers leave</u></b></p>	<p>Helps to support carers to provide care or to make arrangements for the person for whom they care for.</p>	<p>working days of unpaid leave per year</p>	<p>Carers regardless of length of service are entitled to 10 paid days of carers leave per leave year from 1<sup>st</sup> April to 31<sup>st</sup> March (pro-rata for part-time employees), as part of our pledge to support carers in the workplace. this may include one or more of the following:</p> <ul style="list-style-type: none"> <li>-Providing personal support</li> <li>-Providing practical support</li> <li>-Helping with official or financial matters.</li> </ul>

			<ul style="list-style-type: none"><li>-Providing personal and/or medical care.</li><li>-Making arrangements</li></ul>
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