



STAFF FAMILY LEAVE AND BEREAVEMENT LEAVE AND PAY

Lead Person: Senior Deputy Head
Governing Body Committee: Resources, Staff and Pay

1. Summary

The School is committed to supporting the health, wellbeing and work–life balance of its staff. The School recognises that employees may need time away from work to care for children, deal with family emergencies or manage bereavement.

This policy outlines statutory entitlements and discretionary arrangements relating to family-related leave and bereavement. The School will ensure that all staff are treated fairly and consistently in accordance with employment legislation and the School's commitment to equality.

2. Scope

This policy applies to all staff at The Crypt School.

Some entitlements described in this policy are statutory rights that apply to eligible employees. Eligibility for certain types of leave or pay may depend on factors including:

- length of continuous service
- employment status
- earnings levels
- the circumstances of the request.

Where statutory rights apply, the School will administer leave in accordance with relevant UK legislation and government guidance.

3. Definitions

For the purposes of this policy, the following definitions apply:

Child - A biological child, adopted child, or a child placed for adoption.

Parent - A person who is the biological parent, adoptive parent, intended parent through surrogacy, or a person who has primary responsibility for the upbringing of a child.

Partner - A person who lives with the employee in an enduring family relationship. This may include a spouse, civil partner or long-term partner.

Dependent - A spouse, civil partner, partner, child, parent, or a person who relies on the employee for care. In some circumstances this may include a person who reasonably relies on the employee for assistance when they are ill, injured or require care.

Stillbirth - The birth of a baby showing no signs of life after 24 weeks of pregnancy.

Neonatal Care - Medical or hospital care required by a newborn baby shortly after birth, typically within the first 28 days of life.

Long-term Care Need - A condition requiring care for more than three months, including a disability, illness, injury, or care needs related to old age.

Shared Parental Leave (SPL) - A statutory entitlement that allows eligible parents to share leave and statutory pay following the birth or adoption of a child.

Statutory Pay - Payments provided in accordance with statutory entitlements set by UK employment legislation, subject to eligibility criteria.

4. Roles and Responsibilities

The Governing Body is responsible for:

- approving this policy
- ensuring the School complies with employment legislation
- reviewing the policy periodically.

Headmaster/Senior Deputy Headteacher

The Headmaster/Senior Deputy Headteacher is responsible for:

- implementing the policy
- ensuring consistent application across the School
- making decisions regarding discretionary leave where appropriate.

Line Managers

Line managers are responsible for:

- supporting staff who request leave under this policy
- ensuring requests are handled sensitively and confidentially
- Informing the Headmaster and HR

Employees are responsible for:

- notifying the School of leave requests in accordance with required notice periods
 - providing any necessary documentation
 - maintaining communication with their line manager where appropriate.
-

5. Shared Parental Leave (SPL)

Shared Parental Leave enables eligible parents to share leave and statutory pay following the birth or adoption of a child.

Eligible parents may share up to:

- 50 weeks of leave, and
- 37 weeks of statutory pay

during the first year after the child's birth or adoption placement.

Shared Parental Leave allows parents flexibility in how leave is taken, including:

- taking leave together or separately
- taking leave in blocks separated by periods of work
- staggering periods of leave between parents.

Employees wishing to take Shared Parental Leave must provide the School with at least **8 weeks' written notice**.

Eligibility requirements depend on both parents meeting specified employment and earnings criteria and sharing responsibility for the care of the child.

Relevant legislation: Children and Families Act 2014, Shared Parental Leave Regulations 2014

Further guidance:

[Shared Parental Leave and Pay: How it works - GOV.UK](#)

6. Parental Bereavement Leave

Employees are entitled to Parental Bereavement Leave if they lose a child under the age of 18 or experience a stillbirth after 24 weeks of pregnancy.

Eligible employees are entitled to:

- 2 weeks of Parental Bereavement Leave

This leave may be taken as:

- a single block of two weeks, or

- two separate one-week blocks.

Employees who meet the relevant eligibility requirements may also qualify for Statutory Parental Bereavement Pay.

Further guidance:

[Statutory Parental Bereavement Pay and Leave: Overview - GOV.UK](#)

7. Compassionate Leave

The School recognises that employees may experience bereavement or serious family circumstances outside of statutory entitlements.

The Headmaster may grant discretionary compassionate leave where appropriate. The amount of leave granted will depend on the circumstances and operational requirements of the School.

Employees should discuss such requests with their line manager as soon as possible.

Further guidance may be found in the School's Bereavement Policy.

8. Carer's Leave

Employees who provide care for a dependant with a long-term care need may be entitled to Carer's Leave.

Eligible employees may take:

- up to one week of unpaid leave in a 12-month period

Carer's Leave may be taken flexibly, including in half-day increments.

Further guidance: <https://www.gov.uk/carers-leave>

9. Neonatal Care Leave

Where a newborn baby requires specialist hospital care following birth, eligible parents may be entitled to Neonatal Care Leave and Pay.

This entitlement provides additional leave for parents whose babies require neonatal care shortly after birth.

Eligibility and notice requirements will follow statutory regulations.

10. Equality and Fairness

The School will ensure that requests for leave under this policy are managed fairly and consistently and in accordance with the School's commitment to equality.

Staff will not suffer any detriment or discrimination for exercising their statutory rights.

11. Related Policies

This policy should be read alongside the following School policies:

- Pay Policy
 - Bereavement Policy
 - Equal Opportunities Policy
 - Flexible Working Policy
-

12. Policy Monitoring and Review

This policy will be reviewed regularly to ensure compliance with employment legislation and best practice.

Related Policies:

Pay Policy

Bereavement Policy

Equal Opportunities Policy

Reviewed: March 2026

Approved by Headmaster: March 2026

Next Review: March 2027