



"Offering our community more than a home"

Bereaved Partner's Paternity Leave Policy

SMT Review date:	October 2026
Previous Approval:	n/a – NEW Policy
Management Committee submission:	October 2026
Next Review date:	October 2027 (or when new guidance received)

CHA Objectives:

- To ensure that our resources are adequate to deliver our objectives by investing in our people, increasing digitalisation, demonstrating value for money and through robust procurement practices.
- To manage the houses provided, in a professional and cost-effective manner, for the benefit of our local community and the environment.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

Regulatory Standards:

- The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being and economic effectiveness.
- The RSL conducts its affairs with honesty and integrity.
- The governing body and senior officers have the skills and knowledge they need to be effective.

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

Introduction

Clydebank Housing Association (CHA) recognises that bereavement is a difficult time and that managing along with the caring responsibilities for a child brings further challenges.

To support with this, eligible employees, have a statutory right to bereaved partner's paternity leave from day one of employment in circumstances where a child's primary carer dies.

This policy explains the rights to time off, other support offered and how employees can access this.

Legislation

This is a statutory entitlement from the Bereaved Partner's Paternity Leave Regulations 2026.

Overview of the Leave

Bereaved partner's paternity leave is unpaid leave for the partner of the mother, main adopter or main intended parent of a child who has died.

The leave can be used when the bereavement is within the first year of the child's life or adoption.

The person who's died must be either:

- The mother or parent who gave birth
- The primary adopter
- An intended parent having a baby through surrogacy

If they are eligible the father or partner can take up to 52 weeks' unpaid leave to care for their child from the day after the bereavement. The leave must be taken in one continuous block, and the employee can choose the amount of time.

The leave must finish by either:

- The child's first birthday
- The anniversary of the child's adoption placement (or arrival in Scotland in the UK if they are from overseas)

The exception is if the bereavement happens less than 14 days before the child's first birthday or anniversary for adoption. The employee can then only take up to 14 days leave and it must end within 14 days of the bereavement.

If the child dies while the employee is on leave the leave must come to an end within 8 weeks from the Sunday after the child's death.

If your adopted child is no longer in your care the leave must end within 8 weeks starting from the Sunday after the child stopped being in the care of the employee.

Employees can take Bereaved Partner's Paternity Leave before or after any other parental leave and pay they are eligible for, such as, Paternity Leave, Shared Parental Leave, Neonatal Care Leave and Unpaid Parental Leave.

Eligibility

The employee must have the main caring responsibility for bringing up the child and be one of the following:

- the child's father
- married to, the civil partner or partner of the mother or parent who gave birth
- married to, the civil partner or partner of the primary adopter or intended parent

This includes same sex partners. Employees who have separated from their partner can still take this leave. The purpose of the leave must be to care for the child.

Giving Notice to Start the Leave

Within 8 Weeks of the Bereavement Date

If an employee wishes to start the leave within the first eight weeks following the bereavement date, they must let their line manager, (or if not available another manager) know before they are due to start work on their first date of absence. You can give notice verbally or in writing.

The notice should include;

- The bereavement date
- The date the employee wants the leave to start
- The date on which either the child was born, placed for adoption or entered the UK for adoption.

The employee can either confirm how much leave they intend to take when they first notify their line manager or confirm in writing within 8 weeks of starting the leave.

If the notice is given verbally, the line manager will confirm this with the employee in writing.

More than 8 Weeks after the Bereavement Date

If an employee wishes to start the leave after the initial eight-week period following the bereavement date, they must give their line manager at least one week's notice in writing before the start of the leave.

The notice should include the details set out above in addition to;

- their relationship with the child
- that they intend to care for the child
- the date they plan to return to work

Changing or Cancelling Leave

To Change the Start Date:

- If it's less than 8 weeks after the bereavement – the employee should tell their line manager the new start date either verbally or in writing.
- If it's more than 8 weeks after the bereavement – the employee must tell their line manager in writing and give at least 1 week's notice before the new start date.

To Change the Return Date:

If an employee wishes to change the date to return to work to either earlier or later they must tell their line manager in writing.

- If they are due to return to work in the first 8 weeks after the bereavement and want to return to work on an earlier date – they need to tell their line manager at least a week before the new date.
- If they want to return to work on a later date they need to tell their line manager at least a week before the original return date.
- If they are due to return to work more than 8 weeks after the bereavement and want to return to work on an earlier date – they should tell their line manager at least 8 weeks before the new return date.
- If they want to return to work on a later date, they should tell their line manager at least 8 weeks before the original return date.

To Cancel the Leave

If an employee wishes to cancel the leave they must tell their line manager in writing.

- If the leave is due to start within the first 8 weeks after the bereavement they must tell their line manager before the first day of planned leave.
- If the leave is due to start more than 8 weeks after the bereavement they must tell their line manager at least a week before the planned leave is due to start.

Contact During Bereaved Partners Paternity Leave

The method of contact will be discussed and agreed with the employee, this will include how often the line manager will communicate with the employee during the leave. The line manager will also share details regarding possible job opportunities and developments at work during the leave.

Keeping in Touch Days

If agreed with the line manager an employee is able to work up to 10 Keeping in Touch days (KIT) days during bereaved partner's paternity leave. These days are paid at the employee's normal rate.

Confidentiality

CHA will keep information about the employee's situation confidential. CHA will only tell other employees if it is made clear that they can share the information, out with those employees who require the information e.g. to process payroll.

Employment Rights During the Leave Period

Employment rights are protected while an employee is on leave. This includes the right to accrue annual leave, public holidays and receive pay rises that happen during the leave period.

Employees cannot take holiday or get holiday pay while on bereaved partner's paternity leave but they can arrange with their line manager to take it before or after the leave period.

Pension

The line manager will notify the employee of the impact of the leave on pension and options to consider.

Returning to Work

If you return to work after a period of 26 weeks or less of bereaved partner paternity leave, you are entitled to return to the same job, with the same terms and conditions on which you were employed before the leave.

If you return to work after a period of 26 weeks you are entitled to return to the same job in which you were employed before the leave or, if that is not reasonably practicable, to another job which is both suitable and appropriate in the circumstances on terms no less favourable.

Employee Support

CHA recognises that bereavement can be an incredibly distressing experience and employees are able to access support from the following resources;

- **Simply Health** <https://www.simplyhealth.co.uk/>
- **EVH** <https://www.evhealth.org.uk/hr-support/employee-counselling>
- **Cruse Scotland** <https://www.crusescotland.org.uk/>
Free Helpline: 0808 802 6161

General Data Protection Regulations

The organisation will treat your personal data in line with our obligations under the current data protection regulations and our own policies. Information regarding how your data will be used and the basis for processing your data is provided in CHA's employee privacy notice.

Equality and Human Rights

We will not discriminate on the grounds of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, and Sexual Orientation. An Equality Impact Assessment has been carried out and none of these protected groups will be unduly affected by this Policy. The Policy applies to all.

The Association will provide equality of opportunity and fair treatment for all, ensuring that no individual or group is treated less favourably than anyone else. We work closely with community stakeholders, to provide assurance that we are achieving these aims.

The Association will meet, and where appropriate exceed our obligations under the Equality Act 2010, including the general equality duty in the Act, to ensure we do not discriminate against, harass or victimise a person because they have one or more of the nine protected characteristics described in the Act.

An Equality Impact Assessment has been carried out as part of the review of this policy, in order to assess where the aims of this policy may have a positive, negative or neutral impact upon any of the nine Protected Characteristics set out in the Equality Act 2010.

Review

CHA undertakes to review this policy regularly, at least every three years after the initial first year review, with regard to:

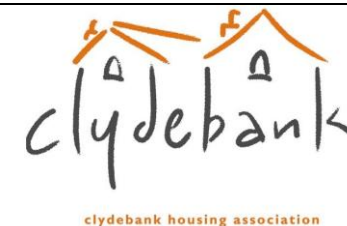
- Applicable legislation, rules, regulations and guidance
- Changes in the organisation
- Continued best practice

For Office Use Only – Actions required/completed

Customer/Staff Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	No
Leaflet change required?	No
Newsletter Promotion?	No
Other information updated, e.g. posters, automatic email responses, post cards, answering machine messages, etc.	No
Equality Impact Assessment completed and attached	Yes

Clydebank Housing Association Equality Impact Assessment Tool

The Equality Impact Assessment process aims to prevent discrimination against people who are categorised as being disadvantaged or vulnerable within society (as listed in point 4).



Name of the policy / proposal to be assessed	Bereaved Partner's Parental Leave	Is this a new policy / proposal or a revision?	NEW POLICY
Person(s) responsible for the assessment	Lynette Lees, Chief Executive		
1. Briefly describe the aims, objectives and purpose of the policy / proposal		To give support during this difficult time, eligible employees have a statutory right to bereaved partner's paternity leave from day one of employment in circumstances where a child's primary carer dies. This policy explains the rights to time off, other support offered and how employees can access this. This is a statutory entitlement from the Bereaved Partner's Paternity Leave Regulations 2026.	
2. Who is intended to benefit from the policy / proposal? (e.g. <i>applicants, tenants, staff, contractors</i>)		This policy applies to employees only.	
3. What outcomes are wanted from this policy / proposal ? (e.g. <i>the benefits to customers</i>)		To set out clear concise guidelines for CHA employees on available parental leave and provide information on supporting agencies and counselling information.	

4. Which **protected characteristics** could be **affected** by the proposal? (*tick all that apply*)

☒ Minority Ethnic ☒ Gender ☒ Disability ☒ Sexual Orientation ☒ Age ☒ Religion ☒ Transgender /Transsexual ☒ Marriage /Civil Partnership ☒ Pregnancy /Maternity

5. If the policy / proposal is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.

Applicable to all – no particular group will be adversely affected by this Policy

	Positive impact(s)	Negative impact(s)
6. Describe the likely positive or negative impact(s) the policy / proposal could have on the groups identified in part 4	Applicable to all – no particular group will be adversely affected by this Policy	
7. What actions are required to address the impacts arising from this assessment? (<i>This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts</i>).	Staff awareness – post details on Intranet and inform SMT of new Policy and application process.	

Lynette Lees

Signed: _____ (Job title): Chief Executive Officer

Date the Equality Impact Assessment was completed: 05.10.2026

**Please save the completed document at the following location: -
F:Policies&Procedures/Equal Opportunities/Policies/Impact Assessments**