*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Thank you for informing me about your intention to take statutory parental bereavement leave. I would once again like to express my sincere condolences to you and your family at this difficult time.

[*Optional – As I told you on the telephone]* Unfortunately, I must confirm that you do not qualify to take statutory parental bereavement leave. This is because certain criteria must be met in order to take leave. I have set out below the reason why you are unable to take this leave.

[*Select from the following list and delete as appropriate*]

[EITHER]

Your relationship with *[insert name of child]* does not fall into one of those which qualifies for leave. For clarity, these are:

* A ‘natural’ parent
* An adoptive parent, and those with whom a child has been placed under the ‘foster to adopt’ scheme, provided the placement is ongoing
* A ‘natural’ parent where the child has been adopted but a Court Order exists to allow the ‘natural’ parent to have contact with the child
* An employee who is living with a child who has entered Great Britain from overseas in relation to whom has received official notification that they are eligible to adopt
* An intended parent under a surrogacy arrangement where it was expected that a parental order would be made
* A ‘parent in fact’ which is someone in whose home the child has been living for a period of at least four weeks before the death and has had day to day responsibility for the child, subject to exceptions. This category includes guardians and foster parents but does not include paid carers
* The partner of anyone who falls into the above categories, where they live in an enduring family relationship with the child and their parent.

[OR]

Parental bereavement leave is only available where the child is under the age of 18 at the time of their death. As I understand it, [*insert name of employee’s child*] was [*insert age*] when they sadly passed away.

[OR]

Parental bereavement leave is only available where the stillbirth takes place from week 24 of the pregnancy. As I understand it, in your circumstances, the stillbirth sadly happened at week [*insert number*].

For this reason, we are unable to provide statutory parental bereavement leave to you.

[*Select from the following list and delete as appropriate*]

[EITHER]

I appreciate that you will be going through a difficult time and may not be in a position to attend work. Our normal sickness absence and pay policies will apply to any absence.

[OR]

The Company’s compassionate leave policy provides a period of [*optional – paid*] time off for bereaved employees and you are eligible to take this. If you would like to take compassionate leave, please contact [*insert name*].

*[Optional]* I would like to offer you any support that you need at this time. Please remember that, as an employee of *[insert Company name]* you have access to a confidential counselling service in case you would like to speak to a trained counsellor about what has happened. This service is strictly confidential and no details will be passed to the Company of the content of any call you make. You can access this service at any time on *[insert phone number].*

Please do not hesitate to contact me if you have any queries about your entitlement to leave, or if you would like to discuss any ways in which we can help.

Yours sincerely,

*[Insert name]*

*[Insert job title]*