

# NOTIFICATION OF PARENTAL BEREAVEMENT PAY (PBP1)



Keele University

Information regarding Parental Bereavement Leave and Pay can be found on the Human Resources website <https://www.keele.ac.uk/intranet/hr/>

If you require any further advice please contact your HR Link Advisor/ Manager

All University employees who take parental bereavement leave will receive their normal pay, this will include any entitlement to statutory parental bereavement pay. In order to claim statutory pay, for those staff who are eligible, and to meet HMRC regulations the University is required to obtain written confirmation from the member of staff that they meet the eligibility requirements.

Please complete and submit this form to HR, within 28 days from the first day of parental bereavement leave or where it is not reasonably practicable to give such notice, as soon as is reasonably practicable.

1) Personal Details	
Title: Ms / Miss / Mrs / Mr / Dr / Prof* <i>*delete as appropriate</i>	Full Name:
Job Title:	School/Department:
Home Address:	Tel No (Work):
	Tel No (Home):
2) Parental Bereavement Pay	
Please confirm the following:	
<ul style="list-style-type: none"><li>• that you have been employed by the University for 26 weeks at the relevant week (the week immediately before the one in which the child died) <input type="checkbox"/></li><li>• the date of the child's death;</li><li>• that you meet the definition of 'bereaved parent' as set out in the legislation (which is replicated in the University's Parental Bereavement Leave and Pay Policy) <input type="checkbox"/></li></ul>	

Signature .....

Date \_\_\_\_\_

<b>Document Name</b>	Notification of Parental Bereavement Leave Pay PBP1
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<i>For Office Use – Keywords for search function</i>	

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