

or as soon as is reasonably practicable. Informal notification, such as a phone call is sufficient to take parental bereavement leave.

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4.3 Included in the notification must be:

- αThe date of death
- αThe date which they choose any period of absence to begin
- αWhether they wish to take one or two weeks leave;

4.4 Employees can only cancel leave that has not already started. In the first 56 days, employees can cancel up to the first day of the week they would normally work. After

5. Employee Support

- 5.1 An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with their line manager/Headteacher to ensure that any reasonable adjustments can be discussed and where appropriate put in place.
- 5.2 Where employees wishing to seek support (i.e. counselling) in coming to terms with a significant loss of their child, WAT will cover the cost of up to 6 counselling sessions with an independent provider. This is a confidential service and can be requested via the line manager/Headteacher.