

Bereaved Partner's Paternity Leave Policy

Policy Overview

Metaverse VR (MVR) recognises that the death of a child's primary carer is an extremely difficult and distressing time. Eligible employees have a statutory right to Bereaved Partner's Paternity Leave from day one of employment where a child's primary carer dies.

This policy explains:

- Who is eligible
- How much leave can be taken
- How to request leave
- The support available

No employee will suffer any disadvantage for taking Bereaved Partner's Paternity Leave.

Eligibility

You may be eligible for this leave if the child's primary carer has died and:

Birth

You are:

- The child's father, or
- The partner, spouse or civil partner of the child's mother at the time of her death.

Adoption

You are:

- The partner, spouse or civil partner of the child's adopter when the child was placed, or immediately before their death.

For overseas adoption, this applies if you were the partner, spouse or civil partner when official notification was received or immediately before their death.

Parental Order (Surrogacy)

You are:

- The partner, spouse or civil partner of the child's primary parental order parent at the time of the child's birth, or immediately before their death.

In all cases:

You must:

- Have main responsibility for the upbringing of the child, and
- Take the leave to care for the child.

Length of Leave

Eligible employees can take up to 52 weeks of Bereaved Partner's Paternity Leave.

Leave must:

- Start after the date of bereavement, and
- Be taken within 52 weeks of:
 - The child's birth
 - The child being placed for adoption
 - The child entering Great Britain (overseas adoption)

If the bereavement happens in the final two weeks of the eligibility period, this may be extended by up to two weeks.

Pay

Bereaved Partner's Paternity Leave is: Unpaid

Terms During Leave

During your leave:

- Your employment continues
- Your normal terms and conditions remain in place (except pay)
- You continue to build up annual leave

If you cannot take your statutory holiday due to this leave, you may carry it over into the next leave year.

Notice Requirements

We understand this is a difficult time and aim to keep the process simple.

If leave starts within 8 weeks of the bereavement

You must notify your manager before your first day of absence, this can be done verbally or in writing.

You will need to provide:

- Date of bereavement
- Date you want leave to start
- Child's birth/adoption/entry date
 - You must also confirm your return date in writing.

If leave starts after 8 weeks

You must give at least one week's written notice.

This must include:

- Bereavement date
- Leave start date
- Intended return date
- Confirmation the leave is to care for the child
- Confirmation of your relationship to the deceased carer

Changes to Leave

You can:

- Change your start date
- Cancel leave
- Change your return date

This must be done by notifying your manager:

- Verbally (within 8 weeks of bereavement), or
- In writing (after 8 weeks)
 - Notice periods may apply depending on when the change is requested.

If Circumstances Change

You may still take leave if:

- The child sadly dies
- An adoption placement ends
- The child no longer lives with you (overseas adoption)

In these cases, leave can continue until:

- 8 weeks after the event, or the end of the 52-week period. Whichever is sooner.

Keeping in Touch

You may agree with MVR to work up to 10 Keeping in Touch (KIT) days during leave.

- Any work done counts as one full day
- KIT days do not extend your leave
- Payment will be agreed in advance

Returning to Work

If your leave is:

- 26 weeks or less - you will return to your same role on the same terms.

More than 26 weeks

You will return to:

- Your same role, or a suitable alternative role (if your original role is not reasonably practicable). Your manager will discuss this with you if required.

Support Available

MVR understands bereavement can have a significant emotional impact.

Support is available through our Employee Assistance Programme, including confidential counselling.

(Access details are available from HR.)

Other Related Policies

You may also wish to review:

- Parental Leave
- Parental Bereavement Leave

Misuse of Leave

Bereaved Partner's Paternity Leave is provided to support employees caring for a child following the death of their primary carer.

Misuse of this leave may result in investigation under the disciplinary procedure.

©Metaverse VR Limited

Registered in England: 13684068, VAT No: GB 399750824.

Registered office: 3.05, Innovation and Collaboration Hub Portsdown Technology Park, North Hill Portsmouth, PO6 3RU

Tel: +44 (0) 2393 552 794 Email: info@metaverse-vr.co.uk

Updated: 3 March 2026