

**Formal consultation response from the Chartered Institute of Payroll Professionals in  
respect of: Parental Bereavement Leave**

**Organisation response to be submitted to:  
Department for Business, Energy and Industrial Strategy**

**Date of submission: 08 June 2018**

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Dear Sirs

By Email

## **Introduction**

The Chartered Institute of Payroll Professionals (CIPP) is grateful to have the opportunity to comment on the consultation on Parental Bereavement Leave. We are pleased to be able to feed into the policy and operational changes that arise from this consultation, and hope that this written response will form the basis of an ongoing relationship with the Department for Business, Energy and Industrial Strategy (BEIS). The CIPP gives permission for you to include us in the list of organisations involved in the consultation exercise. Company information about the CIPP and its role in representing employers can be found at the end of this response.

## **Purpose of response**

To provide BEIS with payroll professionals' response about Parental Bereavement Leave an electronic survey was circulated by email and hosted on CIPP's website, 58 responses were received. The full survey responses are shown at Appendix A beginning on page 4.

## **Summary of key findings**

- Opinion was divided as to whether leave could be taken discontinuously or whether it must be taken consecutively.
  - One third of respondents said that leave should be taken within 52 weeks. A further 31% suggested the leave should be taken within 6 months.
  - 72% of respondents feel that notice should not be required for leave taken immediately after the death of a child.
  - 86% agree that if leave is taken at a later date then notice is required.
- In the scenario for what is a reasonable notice period following the immediate death of a child, there is an almost 50:50 split by responders suggesting that there should be no notice required or it should be within 24 hours / or as soon as the parent is able to.
- Most respondents felt that the notice period, if taken very soon after the death, should be given to the line manager by either a phone call, email or text.
- There was a mixed response on the length of notice required if the leave is taken later, the majority of responders agreed it should be on an official document.
- 84% respondents feel evidence requirements for this provision should mirror those of existing family leave.

## **Conclusion**

The responses to this survey reveal that despite the potential difficulties to implement and manage, and the fact this would create more work, there is strong support that Parental Bereavement Leave is still worth implementing.

There are suggestions that it should be more generous (more than two weeks) and it should be as flexible as possible.

### **Recommendations**

Further work should be undertaken to explore how the measures explored in this consultation can be introduced with minimum administrative burden on employers, and should be supported by clear, comprehensive and timely guidance.

Should you require clarification of any of the points that have been made in this response, please do not hesitate to contact me or another member of the Policy team.

Yours faithfully

Jill Smith

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## Appendix A

### Demographics

- 76% of respondents participated as or on behalf of an employer, the remaining 24% were payroll service providers on behalf of clients.
- 67% of respondents were from the private sector, 25% worked in the public sector and 8% were from the voluntary/charity sector.
- No respondents had fewer than 50 employees, with 75% having over 250 employees and 25% have employees in the 50 – 249 brackets.

### Definition of a bereaved parent

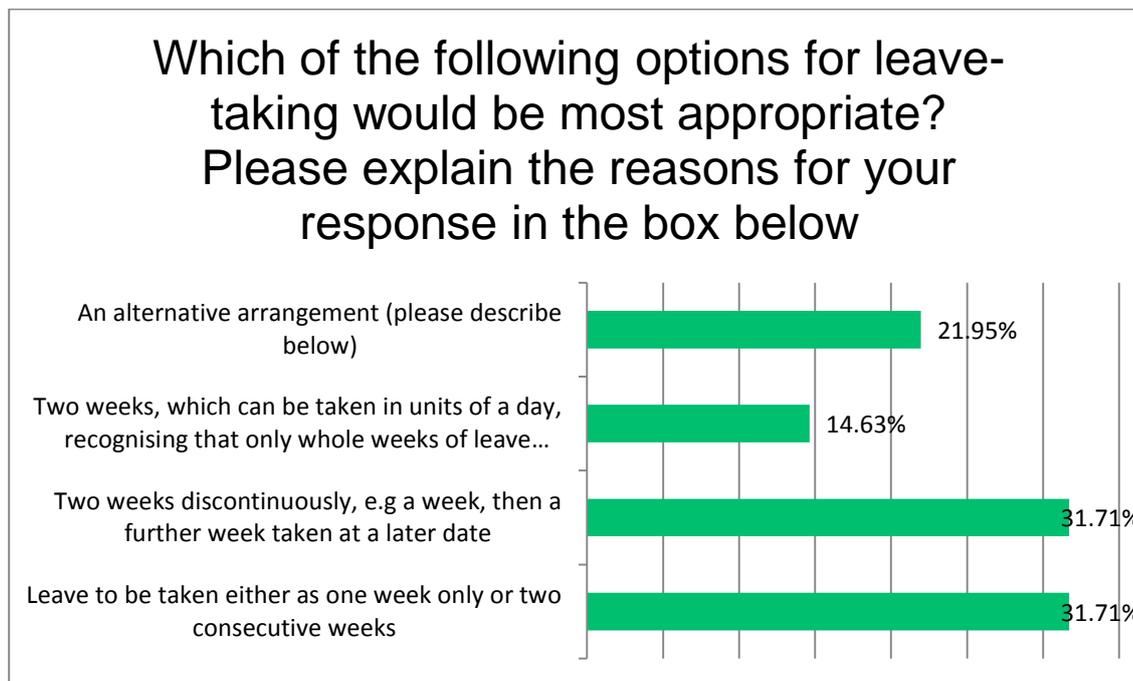
Suggestions for inclusion within the definition of a bereaved parent are:

- Legal guardians.
- Grandparents who are caring for a child on a full-time basis due to an absent parent.
- Foster parents, where a child has been on a long-term placement with them.
- Carer - Long term.
- Aunts and Uncles who have no children of their own (for whatever reason) so have a close relationship with nieces and nephews.
- Siblings & grandparents. It will impact the whole family not just the parents especially with the use of grandparents as child carers whilst parents are working.
- The long-term partner of the actual parent who has shared caring responsibilities for the child.
- An older sibling who has shared responsibilities for the child due to parental incapacity
- The main carer of a child.
- Adoptive parents.

The following comment was made '*A parent never ceases*' - *they are always your child and whether a child dies aged 17 or 19 would not make the loss any less, to limit this to apply only when a child is under 18 is my main issue with this.*

## How and when parental bereavement leave and pay can be taken

- Opinions were divided on the most appropriate option for taking leave.



Reasons given by respondents include:

- *For many organisations it would need to be as administratively straightforward as possible both for the bereaved parents and for those processing any payments, with the appropriate supporting paperwork, at a difficult time for the individuals concerned. This option may provide for this.*
- *I think both leave and pay should be taken in units of a day, within 3 months of the death. There are lots arrangements that need to be made during a difficult time and the most flexibility should be given.*
- *Bereaved parent is likely to need the flexibility to take individual days but it would be unfair if statutory pay didn't match this - it could discourage take up and add extra stress.*
- *If time is needed off at a later date for the funeral. This would take time and bring back the hurt after the funeral the employee needs time off to get them self together again. It may be if the body is not released to a later date that they need some time off later.*
- *It maybe that if for any reason the funeral is delayed they may need the second week later.*
- *Either option 1 or 2. It allows for payments to be made without the need for adjustments to payroll systems which currently pay in block weeks.*
- *As much as the individual needs.*

- *Bereaved parents should be entitled to statutory bereavement leave of four weeks (to run consecutively) with the first two weeks attracting statutory bereavement pay, subject to eligibility.*
- *I think it needs to be flexible to meet the mental and physical needs of the parent. It might be that a week off in one go is appropriate to start with followed by a phased return type situation.*
- *The leave should be granted as needed by the parent. Two weeks means nothing at all anyway. When a parent dies it is the natural order. When a spouse dies it is 50/50 which one of you it will happen to. When a child dies there is nothing natural about it.*
- *To suggest planning like the dentist or a car service is ridiculous. As a bereaved parent, I do not know a single other bereaved parent who was fit to work after 2 weeks. The entire exercise is therefore academic. It should be entirely led by the parent.*
- *Immediate leave is likely to be the first requirement, for bereavement. the next would be for the funeral and any arrangements required around this, which may be at a later date and may require travel and overnight stays.*
- *Two weeks which can be taken in units of a day, but which would attract the Statutory Payment. It should be recognised that a Family unit may contain more than the deceased Child and that parents may have additional caring needs regarding siblings. The ability to take single days and have payment for them may be vital to low income families.*
- *Two weeks in units of a day and paid for in units of a day. There are all kinds of things that must be done legally during the bereavement process and they do not always fit neatly into one-week blocks. They can also stretch out beyond 2 weeks. This would be annoying for employers to have to administer but would achieve a better result for the employee*
- *It is not always possible to arrange a funeral within two weeks of a death.*
- *This would be the best for our employees; most of them would be able to afford to take days off unpaid and would need the full paid weeks. Separate weeks would not be a problem for us as an employer.*
- *The employee should choose whether 2 consecutive weeks or discontinuous weeks suits their circumstances.*
- *I do not think that you can organise your grief to fall on certain days, therefore enabling an employee to take days off when they feel they need them would be more appropriate. Especially for dealing with things like funeral arrangements and appointments after the bereavement. Also - I don't think that two weeks is sufficient time to deal with the grief of losing a child.*
- *To ensure it is used correctly and to avoid confusion for the employers.*
- *10 days of their choice.*
- *To keep the scheme simple for employees & employers to administer including the pay entitlement.*

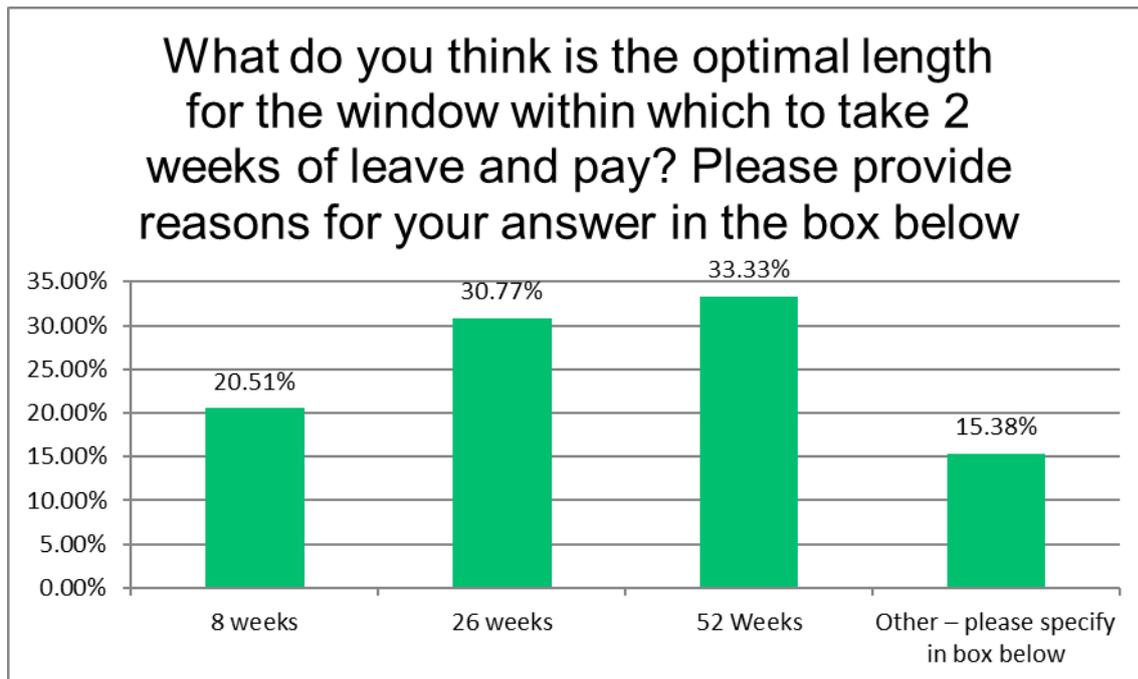
- *There needs to be flexibility for this to be taken when the defined parents / careers need it, it needs to fit with the family requirements rather than imposed full 2 weeks or 1-week periods. it would also help and limit the short-term sickness or unpaid leave if this can be taken in singular days.*
  - *Whilst employers need to be supportive in these circumstances they also need to be able to plan for the period of leave.*
  - *Bereavement is a healing process and parents need time, at that time. Spreading it around is not about bereavement but just convenient time off.*
  - *To allow the employee to have a continuous break from work to deal with and grieve for the loss of their child.*
  - *This would be easier for the employer to manage in a payroll world that is becoming increasingly complex.*
  - *So, aligns with paternity leave & pay for ease of calculation.*
  - *Any period of ten days following the bereavement, taken as individual days if necessary.*
- Respondents were asked what potential difficulties they could foresee. The following comments were received:
    - *For all it would mean having the appropriate supporting documentation especially in a large organisation who many not speak to colleague's face to face and it would have to be managed sensitively as well.*
    - *No person's reaction to a bereavement is the same as another and therefore trying to set out when and how people would be able to take leave will never suit all so keeping the payment to the employer (whole weeks) but allowing some flex is possibly the best option.*
    - *If different rules apply for pay and leave, it is more confusing for employees, and the simplest process at a distressing time would be better.*
    - *Taking leave in whole weeks (whether consecutive) would not necessarily meet the needs of bereaved parents, who would likely prefer individual days. It would be unfair not to allow statutory pay to be paid in days - this exists for SSP and the same QDs could be used so it wouldn't introduce much admin burden - software would handle it. If taken in individual days, there may be notice issues - a parent may have planned to work and then find on the morning their grief is too much and they need to take the day off. If a parent booked several days off but went to work on a 'good day', could that day become available for future use? Too much flexibility could be difficult for employer to accommodate (depends on type of work).*
    - *Two weeks which can be taken at a later date - this would mean that if they would want to get paid for their leave they would have to use the days up as block leave and it defines the purpose of having to take it when you like. Employee should be paid for the days they take off for this as long as it counts to 2 weeks and does not go over.*
    - *Units of day per time difficult to monitor and pay correctly.*

- *The first option is too rigid. The second option whilst more flexible does mean that they would be potentially be back at work a week after the death. This may not be enough time to be ready to come back to work. The third option does not give enough continuous time for them to grieve. It also denies them the right to the statutory payment. It would also be more of a struggle to keep payroll records accurate with random days.*
- *Adjustments required to payroll systems if not taken in block weeks.*
- *Funerals take so long to organise now - 2 weeks doesn't seem long enough.*
- *A method using units of days could become complicated and difficult to manage/arrange.*
- *If you chose to take away the pay in the third option would not be beneficial. It should be treated more like SSP where the days can be split down if needed.*
- *In 99% of cases it is unlikely that the parent will be back to work anyway. If the employer is unsupportive in bereavement leave most bereaved parents would then be off sick anyway. So how to arrange 2 weeks bereavement leave is academic. Anyone that cannot understand this point has neither buried a child and/or has no emotional intelligence.*
- *Having to choose between one week or two, when really what you need is 2 weeks at separate times may cause more stress for the employee. Also, where some employee may not be able to afford a week off, this may limit them where they can only afford a few days.*
- *Individual dates may be required in between, for funeral arrangements. I'm not sure I understand how they could take a few days but not be paid statutory amount?*
- *Discussion between employee and line manager to ensure each party is aware when the employee will be absent from work.*
- *The need to maintain additional records for this type of leave in conjunction with other leave the employee may have had or be taking. The legislation needs to consider that a recently bereaved parent may also be taking authorised sick leave and the interaction with SSP will need to be considered.*
- *Monitoring and administering the other options in the system may be difficult.*
- *Two weeks, which can be taken in units of a day - administration time costs increase for monitoring.*
- *Only taking one week because of business demand or not being able to afford 2 weeks on bereavement pay means they can never take the 2nd week. The point is they cannot afford to be unpaid, so individual days would add pressure to an already stressful situation.*
- *Your problem will be getting the "parent" to apply for the benefit. Having been in this situation this would be the last thing on my mind. Could this be applied for retrospectively?*
- *An employee may feel ok on one day, but not another, therefore continuous weeks off leave would be difficult. But also, I think that full days may be difficult too as an employee might arrive at work and then realise that they feel overwhelmed at work and need to leave - therefore only having half a day's absence.*
- *No being used correctly and for the right reason by the employee.*

- *Business commitments may make it difficult to take 2 weeks off and there should be flexibility on days to suit.*
- *Very administrative if taken over more than one or two weeks.*
- *Units of day could mean no pay being paid at all which at times of bereavement could add to the stress of the situation.*
- *Difficulties around taking the full 2 weeks together and not being flexible with your employer during this already difficult time. It needs to be as flexible as possible and not compulsory to be taken in block weeks.*
- *If it was consecutive weeks, then nature of death meaning a longer coroner report could mean that the funeral is after 2 weeks and this would then need to be additional leave at this point.*
- *None, the software should be able to deal with this. Also, our absence reporting will be able to cope with this. Our company will most likely pay full pay for this.*
- *The option of taking leave in units of a day, does in my opinion cause the employer difficulties for planning cover for the employee.*
- *There is nothing more important than the loss of a child. It is possible to find a solution to work around allowing a parent to time to grieve time.*
- *It is an increased administrative burden to manage split days or split weeks. Even advanced payroll systems struggle to cope with this sort of arrangement.*
- *If leave was taken in units of a day it would be difficult to administer and what if the employee wanted to take one continuous week and then the rest in individual days. They would qualify for pay for the whole week but only the leave for the remainder?*
- *Dependent on kind of industry option 1 and 2 would be easier for the employer to arrange and cover business needs. Option 3 would be far more difficult to administer and manage operationally.*
- *Record keeping, needs of the business, ensuring pay is correct for the periods of leave.*
- *The distressing nature of this subject will be better served by complete flexibility, i.e. take up to days off whenever necessary with the employer's approval.*

## Notice periods

- Once again opinion was divided over the optimal period in which the two weeks leave should be taken.



Reasons for this include the following comments:

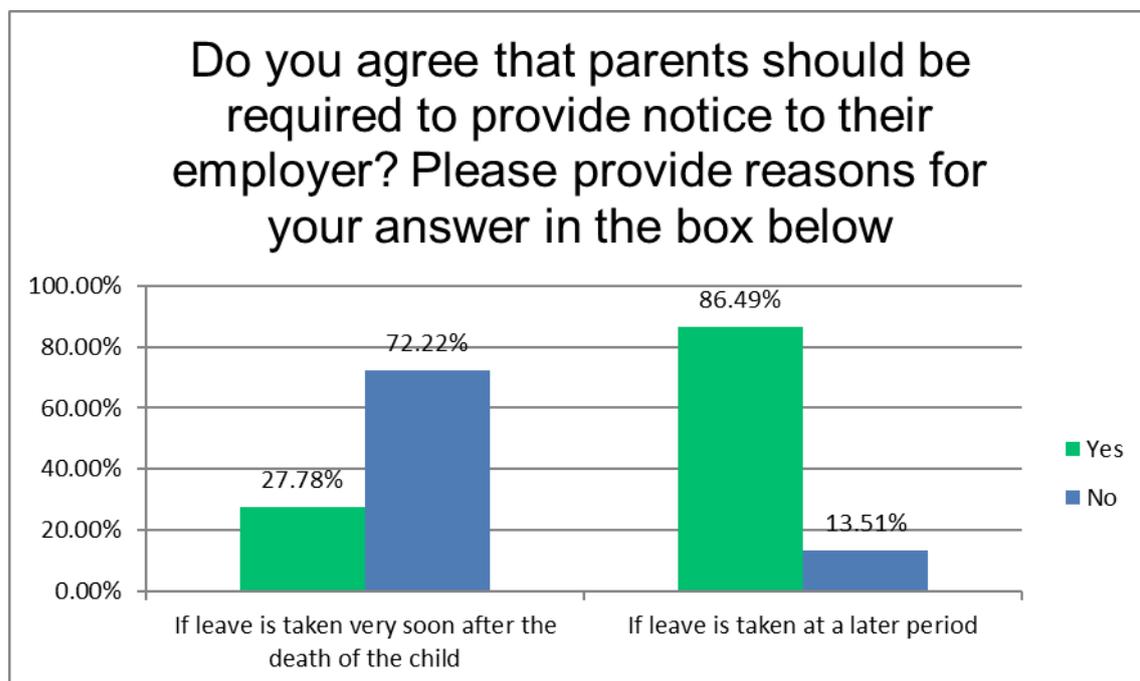
- *For administrative purposes too long, a timescale can bring issues.*
- *First Christmas/birthdays are often catalysts for delayed grief to resurface this option would cover widest range*
- *Although not consistent with other types of leave, 26 weeks would appear to be enough to cover most situations where an inquest is held. 52 weeks would create an admin burden - a long time after the event, would parent still be able to produce appropriate evidence? More likely that worker has changed employer in the meantime.*
- *I feel 26 weeks is a reasonable amount of time however it should be allowed to be extended under certain circumstances for e.g. Coroner Report takes too long then it should be extended until it is all resolved or waiting for dates for funeral etc. Extended for circumstances that cannot be controlled.*

- Needs of business.
- This would provide enough time for any delay due to post mortem/ coroner's inquest etc. to be considered.
- Grief hits people in different ways at different times so apart from sorting the "practicalities" the actual grief may not manifest itself until months later which is when time off would be needed.
- Grief can hit you at any time. From experience, you are so busy arranging a funeral and notifying family, banks and anybody else that need to be notified you don't have time to grieve.
- There might be harder times such as the child's birthday or a special occasion that will be hard for the parent. Or an inquest that has taken time delaying a funeral.
- Grief in child loss affects people in different ways but it is something that people learn to live with, it is not something to be 'got over'. It should not be unexpected that parents would have bad periods for many years. The 2 weeks is academic.
- The period following the bereavement is when a person can be emotional and this may also impact on co-workers.
- 104 weeks. A bereaved parent may not initially find themselves grieving due to the potential for shock. There may also be subsequent issues such as the anniversary of the Child's death.
- Reasons outside parents' control may mean they cannot hold the funeral (and therefore emotionally necessary), which could mean they may want to wait until this can be held before taking time off, so they feel closure.
- Anniversaries are the hard ones, birthdays, date of death, Christmas etc.
- There may be situations outside the control of the parent such as an inquest.
- I think the window should extend for at least 52 weeks but preferably longer because the parent may feel ok to come back to work but then on the anniversary of the bereavement they may feel unable to come to work. I think that the bereavement pay should cover them for this situation because a lot of people find the anniversary of a loved ones death difficult.
- To be used in the more immediate time after the death.
- For reasons outside parental control.
- This allows time for inquest, funeral arrangements to happen when leave is most likely to be needed.
- Shows greater flexibility and given that this is for a bereaved parent I think flexibility.
- Grief can hit you at different times employees should have a choice when to take this leave. The anniversary of the death could be a trigger point for needing time off as well as the arguments already mentioned.
- 26 weeks seems reasonable in circumstances where there is a possibility of a coroner's inquest.
- Parent should have rights to make a decision how they would like to split those days e.g. one week after loss and rest of the time, depending on funeral arrangements.

- *Bereavement is a state at the time of death and leave should be taken close to the event. The employee could then choose whether to take this leave straight away or whether to use other leave depending on the circumstances of the death. There may be circumstances where the leave needs to be used later. Although employers may be understanding in the first few weeks, a legal obligation to this leave later would mean that employees would have reassurance that they could take the leave up to 26 weeks.*
- *As stated above people react to grief in different ways sometimes it can take several months to have a real effect on individuals.*
- *Alignment with SPPL*
- *To include the anniversary of the child's death.*

#### **Notice required to take Parental Bereavement Leave and pay**

- *Responders feel that notice should not be required soon after the death but if required at a later date than notice should be given.*



Responders provided the following reasons:

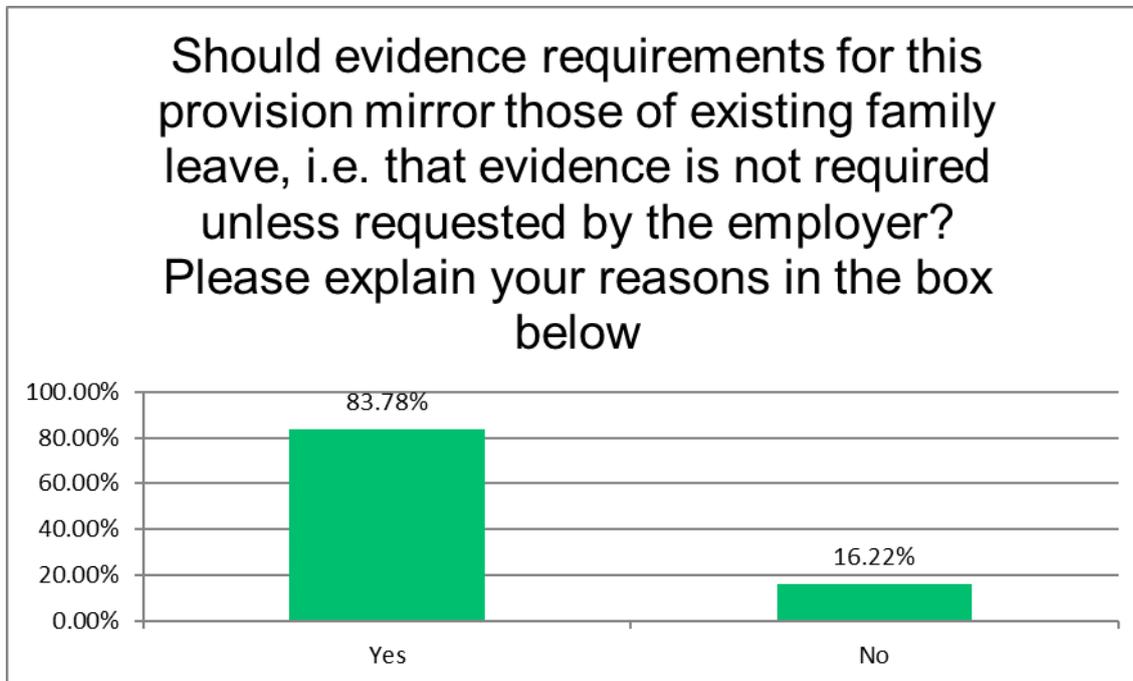
- *Organisations where a large proportion of the workforce is on a fixed roster and cover needs to be found then notice is useful in managing operational requirements.*
- *Notice should always be provided, as a matter of efficient process, but (as with existing rules for other types of leave) an employer would be required to accept shorter notice (or none) if necessary.*

- *If the child death happens the last thing on someone's mind would be work. I'm sure the employer would already know about the situation and can expect the employee not to be in. However, if leave is taken at a later date I think a rough estimation of when they would go on leave would be required so the employer can plan ahead of time and make sure the employee is comfortable at work till they leave. A bit like giving notice for SPP.*
- *Working together and being aware of needs of employee which may require further assistance at some point.*
- *Having dealt with employees who have lost a child due to still-birth it is hard for someone to think about filling in any paperwork to request notice for leave when something this extreme has happened. Companies should be more flexible and sensitive with their dealing of their employee especially in the early days. Once they have come back to work and are requesting leave later they maybe in a better frame of mind to deal with the administrative side of it all.*
- *Both - there shouldn't be a time limit on this.*
- *You can't predict a death, it might be hard for the employee to talk about it. Also, asking them to provide notice could be interpreted by the employer as being able to deny the request. Perhaps it would be advisable but not mandatory. They could have a random situation that causes additional grief that requires the additional week or a few days off.*
- *Who knows when a day is bad. Not something that anyone can plan for. Burying a child is not akin to booking a dental appointment!*
- *Depending on circumstances, the parent may want to take leave at a later date but find that they are struggling and need to take the leave earlier - this could be with immediate effect due to the grief and stress and may not be able to give notice.*
- *Due to the emotional state of the parent they may not be in a fit state to talk to work, but they should make contact so that work is aware of the situation.*
- *The last thing that a bereaved parent will be thinking about is the need to inform their employer that they need time off. A good employer will allow the time anyway. Including a requirement for notice could lead to a parent being denied time or pay due to not putting a notice in on time. This could create further unnecessary problems. Once the initial period is over it would not be unreasonable to ask a parent to provide notice of taking time off.*
- *Unreasonable to expect this straight after death, reasonable on the other option.*
- *Some element of notice should be required so employers can plan (although in the case of a sudden situation this may not always be possible, so some flexibility should be laid out).*
- *If leave is taken soon after death planning is not predicable. If leave is taken later then there is time for planning for both employee and employer.*
- *The question is how can the parent give the employer 'proof' of a death if an inquest or protracted procedure is required? Where the death occurs between working days and the parent cannot attend work the next day, how do they give official notice of a death? If proof comes in later (say within 26 weeks after the death) then as an employer, we would be satisfied.*
- *I think that if the leave is taken soon after the death of a child the employer should understand that the parent has bigger things on their mind than informing work that they intend to be absent. However, if the leave is taken later - for example six months later - if the employee is aware they may want time off they should give the employer notice. But this may not always be practical.*

- *For the employer to plan around these dates if cover is required. Most employers wouldn't expect the parent to be in work soon after the death of a child.*
  - *If taken straight after death, then should be treated as though phoning in absent due to illness. If later then should be agreed.*
  - *All leave should be agreed with the employer to allow staff cover to be arranged if required. No normal sickness absence would have very little notice.*
  - *They should be able to take it when required. Some days they may wake up and not be able to get out of bed and should have the flexibility to take when required. This will also help with sickness management. Company policies should have their own built in notice requirements, where possible the employee should be able to give as much notice as required, but it needs to be flexible depending on circumstances.*
  - *NO - you cannot to have a death date (excluding a special cases). Yes- future date (e.g. funeral) can be planned and employer can be notified.*
  - *If bereavement leave is taken immediately then it would be inappropriate to insist on notice. If it is planned for a later date, then it is reasonable that notice should be given.*
  - *This is very difficult to answer because when does anyone know when the grief is really going to kick in and affect their ability to work.*
  - *To provide cover for the absence employee.*
  - *For record keeping and business.*
- Half of respondents felt that when leave is taken immediately after the death of a child then notice should not be required with the other 50% suggesting it should be within 24 hours.
  - There was no one real method with the following comment 'how should notice be given if leave is taken very soon following the death of a child', respondents suggested:
    - *Verbally to Line manager or HR who would follow internal reporting procedures for recording the event.*
    - *Email.*
    - *Same as company's sickness notification.*
    - *Verbally but employer could request in writing (like other types).*
    - *Phone Call, Text - the Employee would be devastated and would not be in a fit state to come in to work and speak about what has happen.*
    - *Unable to answer.*
    - *However, the parent feels able.*
    - *In writing to the employer (email is fine).*
    - *Self-certificate eg sick absence.*
    - *Immediate notification of not attending work by phone, or email. Official confirmation for proof of paying out bereavement pay - death cert or letter confirming.*
    - *The same way as a current short-term absence day of the event etc.*

- Where the leave is taken at a later date responder's have commented on the following length of notice:
  - *A simple prescribed form indicating the period of leave required.*
  - *Verbal/email/text.*
  - *Same as company's holiday leave notification.*
  - *In writing - shouldn't be a set form, just specify minimum details.*
  - *In person - as the employee will already be at work speak to the manager or have a form like SPP.*
  - *unable to answer*
  - *If possible, reporting through normal channels, line manager or HR. But depends on the circumstance.*
  - *If early notice is available, a form could be filled in with the relevant dates and reasoning*
  - *One week.*
  - *Any method acceptable to the Employer. This could include email or text message. The need to keep things as simple as possible should be primary.*
  - *Internal request on a form/email or ESS system.*
  - *Completion of a form eg SC3.*
  - *Immediate notification of not attending work by phone, or email. Official confirmation for proof of paying out bereavement pay - death cert or letter confirming.*
  - *Possibly face to face/ and email request or logging it into a time and attendance system for managers approval. But failing that, a telephone call.*
  - *Application helps track the later claims.*
  - *Relevant form*
  - *Depending on what is asked, it could be to go overseas for example to clear house etc so may have a greater notice set. This again all depends on what the family set up.*
  - *Usual Leave Request.*
  - *Agreement with manager/HR.*
  - *1 week.*
  - *14 days.*

- Responders feel that evidence requirements for this provision should mirror those of existing family leave.



Responders provided the following reasons:

- *Keep in mind DPA / GDPR.*
- *Mirror paternity leave - existing rules so reduces complexity, need something to discourage fraud, employee self-declaration is 'light touch'.*
- *If the employer asks for evidence it should be provided and if it's not provided they should be able to refuse to pay as they may have their suspicions of it being a fraud. All employers know their employees or have some sort of back ground knowledge, so they would know their circumstances. If in doubt, then they have the right to ask for evidence.*
- *To lose a child is terrible and having to ask for proof would only increase the anguish.*
- *Unless fraud is suspected, I would say it would be insensitive to ask for evidence in these circumstances. It also probably depends on the size of the company. Small - medium sized companies will probably have a more intimate relationship with the employee where pretending a child had died would be impossible.*
- *Employers know their employees so should know if proof is required.*
- *I suppose for record purposes.*
- *Perhaps they should have up to 8 weeks or so after the death to provide the evidence (or later if a certificate has not yet been produced).*
- *What do they want? Ashes? Be serious. If you don't trust your employee on this then they probably shouldn't be your employee anyway. Demanding evidence is ridiculous.*

- *It could cause unnecessary stress for the bereaved.*
- *Dependant on individual circumstances.*
- *This arrangement mirrors existing requirements and is the least likely to create problems for employers and employees.*
- *Asking for evidence in this situation would seem very insensitive.*
- *Makes sense to use the same framework. Makes it easier to administer.*
- *A request for copy of death certificate to validate request but not prevent immediate leave. Form being taken as it may take time to obtain the death certificate.*
- *It's not a good time to be demanding documents of grieving parents, and we have a level of trust here that suggests we wouldn't need official documentation, except to prove to HMRC if needed that paying bereavement pay was necessary.*
- *Although evidence ensures that fraud is not committed, I think that it can come across as being insensitive given the circumstances. I think it should be judged on a case by case basis.*
- *It would be insensitive. Even in a large organisation the bereaved employee would probably have a line manager (or close colleague) who were aware of their situation if the child were seriously ill. If it was a sudden death they would hopefully sense the shock of the employee (in a case where an employer suspected abuse of the system, then evidence could be requested but it would have to be handled sensitively).*
- *Yes, is a long window to take leave is given.*
- *Unreasonable to request evidence under such circumstances.*
- *Keep it in line with other statutory parental leave requirements.*
- *Employers will need to have something, but this is something that is likely to come after the fact, so discretion is going to be needed and I would imagine it would be a copy of the death cert once received.*
- *A good employer should know the employees' family circumstances. However, similar return to work self-certification as in sickness reporting would be a good idea, if you are not sure. Build into the company policy.*
- *The employer should have a right to ask employee for evidence if is there a 'cloudy' situation.*
- *The only way to avoid abuse would be production of a copy of the death certificate and prior knowledge of the family.*
- *Consistency with statutory requirements - avoid misunderstandings or confusion.*
- *We do not ask for evidence on SPP, only on SMP so would follow the same principle.*
- *Record keeping.*

## **Company Information**

The Chartered Institute of Payroll Professionals (CIPP) was established as an official industry body in 1985 when the Institute of British Payroll Managers (IBPM) was formed. In 1998, the IBPM merged with the Association of Pensions and Superannuation Administrators (APSA) to form the Institute of Payroll and Pensions Management (CIPPM), which became the Institute of Payroll Professionals in September 2006 and was granted Chartered Status in November 2010. The CIPP is the Chartered Institute for payroll professionals in the UK and currently has in excess of 10,000 members enjoying a range of benefits. In addition, the CIPP is the UK's leading provider of education for payroll and has established the friends of automatic enrolment which is responsible for bringing together and educating all of those responsible for implementing automatic enrolment for pensions.

The mission statement of the CIPP is:

Leading payroll and pension professionals through education, membership and recognition

## **Representation**

The views of the Chartered Institute are sought and valued by Government departments and other organisations, as witnessed by its representation on bodies ranging from HMRC, and other external Employer Consultation Groups. The Institute, through its Policy team headed up by Helen Hargreaves, has been responding to consultation documents and attending consultation meetings for more than 19 years.

As a result of this sustained effort, we have created sound working relationships with the DWP, HMRC, BEIS and other Government departments.

The Chartered Institute operates an Advisory Service staffed by professionals able to provide accurate and authoritative advice on a wide range of topics. It also runs national forums which allow members direct contact with representatives from HMRC and other relevant bodies and also provides a forum for members to input and feedback on the CIPP's policies.

## **Education**

The Institute validates and controls a wide range of professional qualifications in both the payroll and public-sector pensions sectors, from Foundation Degree level to Masters level. IPP Education, a wholly owned subsidiary of the CIPP, delivers the qualifications and provides tutors at officially recognised standards. IPP Education also runs a comprehensive range of short training courses throughout the UK.

## **Events**

The CIPP also runs a series of conferences throughout the year, culminating in the Annual Payroll Conference and Exhibition.