Policy

In the event of the death of a full time employee, the Human Resources Office should be informed promptly so that the processing of the group life insurance claim can be started without delay, and arrangements be made for payment of other benefits which might be due. The University will pay the following death benefits to a named beneficiary.

1. **General Staff Death Benefit.** Wages due to day of death, one additional normal pay period's wages, unused vacation time, and accumulated sick leave balance as of June 30, 2011, will be included in the final payment.
2. **Administrative Staff Death Benefit.** Wages due to day of death, one additional month's salary, and unused vacation time will be included in the final payment.
3. **Faculty Death Benefit.** Refer to Paragraph 2 of Section 4.2.2 on Salary Continuance Faculty.

Temporary employees are not eligible for the death benefits defined above.

History