




National University of Health Sciences General Policies

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 President		<u>3-17-09</u> Date		

POLICY STATEMENT

It is the policy of National University of Health Sciences (NUHS) to inform its employees regarding the death of a University employee or retiree.

Procedures

Anyone learning of the death of a University employee or retiree should notify the President, Vice President for Administrative Services and the Human Resources Department immediately.

Communication should be made to supervisors and fellow staff members regarding the death and arrangements for interment of the University employee or retiree.

Death of an Employee – Monetary Arrangements:

If an employee was receiving salary compensation benefits, sickness and accident insurance benefits, or long-term disability payments at the time of death, such payments shall cease on the day of death and no additional payments shall be authorized.

Accrued vacation benefits shall be paid through the date of an employee's death. The amount of accrued vacation pay shall be equivalent to benefits received under the vacation policy at the date upon which employment is terminated.

No additional accrued vacation benefit shall be paid through the expiration date of an approved medical leave if the death of an employee occurs prior to such expiration date.