



Death in Service Payment Policy

1. Introduction

- 1.1 This policy sets out the information relating to the specific one off payment that is made to the chosen beneficiary in the tragic event of the death of an employee.

2. Scope

- 2.1 This policy is applicable to all employees of the University.
- 2.2 This policy does not form part of any contract of employment and can be amended at any time.

3. General Principles

- 3.1 In the unfortunate event of death in service, the University will pay a death in service payment to the chosen beneficiary.
- 3.2 This payment is not related to pension benefits which will be managed separately by the Pensions Office.

4. Death in Service Payment

- 4.1 The payment will be a tax-free payment equivalent to three months salary. In the event that the employee has a variable salary (e.g. works flexible hours) the monthly salary will be calculated by taking an average over the previous 13 weeks.

- 4.2 The payment will be paid to the chosen beneficiary which the employee had confirmed during their employment with the University.
- 4.3 Employees can provide the relevant beneficiary details for this payment in the “Emergency Contacts” section within MyView.
- 4.4 If the University does not have confirmation as to whom the payment should be made to then it can apply its discretion, but in most cases, it will be made to the employee’s next of kin or the executor of their estate.
- 4.5 Payments will be made directly to the chosen beneficiary (or next of kin/executor of their estate) upon confirmation of their bank details being provided to a member of the People and OD Directorate.

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