



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 equivalent to four months' salary. If an 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 This payment will be treated as taxable income and will be taxed at the deceased's marginal income tax rate. No National Insurance contributions are payable. Please note that the payment will also form part of the deceased's estate for inheritance tax purposes.

- 4.3 The payment will be payable at the University's direction, and its decision shall be final.
- 4.4 Employees should ensure that the beneficiary details for this payment are recorded in the "Emergency Contacts" section of MyView, selecting "Death in Service Recipient" option.
- 4.5 Where these details have been provided, the payment will normally be made to named individual. Exceptions may apply, for example, where an ex-spouse or former partner remains listed as the beneficiary. In cases where no beneficiary details are held, the payment will normally be made to the next of kin.
- 4.6 Payments will be made directly to the chosen beneficiary upon confirmation of their bank details being provided to a member of the People Directorate.

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