



Death of An Employee # 1710.080

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Benefits Administration
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POLICY STATEMENT

The death of an employee is a traumatic event that may greatly affect the workplace. Whether the death arose from prolonged illness or a sudden event, some employees will experience feelings of grief and loss. On a practical level, numerous issues must be addressed, including informing the staff, and finalizing compensation and benefit payments to the estate or beneficiaries.

Dean, Directors and/or Department Heads must report the death of an employee to the Division of Human Resources as soon as possible, by completing the Tender Loving Care Brigade Sympathy & Support Program Form.

SCOPE

This policy applies to all employees.

REASON FOR POLICY

To administer a uniform policy for reporting the death of an employee.

DEFINITIONS

TERM	DEFINITIONS
Employee	A person employed for wages or salary, especially at nonexecutive level.

ROLES AND RESPONSIBILITIES

Dean, Directors and/or Department Heads must report the death of an employee to the Division of Human Resources.

RELATED RESOURCES

N/A



CONTACTS

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HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): February 12, 2024; May 7, 2025.