83/Death Payments

I. REFERENCES AND RELATED POLICIES
   A. UC PPSM 2 - Definition of Terms
   B. UC PPSM 3 - Types of Appointments, Section A/Career Position
   C. UC PPSM 83 - Death Payments
   D. Accounting Manual Section P-19625 (Payroll: Employee Death Payment)

II. POLICY
   It is the policy of the University that upon the death of an eligible employee of the
   University, a sum equal to the salary of the deceased for one month shall be paid to the
   person or persons in the first of the following categories in which there is a survivor: legal
   spouse or domestic partner; child or children; parent or parents; or siblings (see footnote
   1- PPSM 83). If there is no survivor in any of the foregoing categories, the benefit will be
   paid to the estate, or if there is no estate, to the beneficiary designated in the deceased's
   University-paid life insurance policy.

III. DEFINITION
   A. Eligible Employee
      For the purpose of the death payment, an eligible employee is one who has
      completed six continuous months on pay status at 50 percent time or more
      without a break in service prior to death.
   B. Eligible Dependent
      For the purpose of the death payment, an eligible dependent is one receiving the
      majority of support from the deceased employee in accordance with
      Internal Revenue Service standards.

IV. PROCEDURES
   A. The department head shall initiate the necessary action in order that payment of
      any salary, vacation, overtime, or other monies due to the deceased
      employee can be made. Such payment is made in accordance with Accounting
      Manual Section P-196-25 (Payroll: Employee Death Payment). Payment shall
      include the deceased employee's salary for the day of death, unless the
      employee was on leave without pay on the day of death.
   B. When advised of an employee's death, the department head shall immediately
      notify the Chancellor's Office of the death and, if known, the cause of
      death.
   C. The department head should also inform other appropriate UCSD offices,
      including the Benefits Office, of an employee's death.

Effective Date: July 1, 1996
Updated: February 14, 2007