



THE UNIVERSITY OF WINNIPEG
POLICY

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TITLE: ESTATE BENEFIT POLICY

EFFECTIVE DATE: February 1, 2001

AUTHORITY: Vice-President (Finance and Administration)

Purpose

The purpose of this policy is to establish a standard and consistent benefit payment to the estate of the deceased in the event of the death of an active salaried employee in a full-time or a part-time position of at least 50% of the normal hours of work.

Scope

This policy and the procedures outlined herein apply to all active salaried employees of the University in a full-time or part-time position of at least 50% of the normal hours of work.

Responsibility

The Director of Human Resources is responsible for the communication, administration, and interpretation of this policy.

Policy

The Human Resources Department shall be responsible for ensuring that the appropriate salary is paid and that deductions from salary are taken in accordance with appropriate legislation. To that end the following shall occur:

1. Actual salary payments processed through the payroll will not exceed the date of death and will reflect the last paid day of work or sick leave according to the provisions of policy or collective agreements. All deductions from pay will also be consistent with the last paid day and shall not exceed the date of death.
2. Separate from any payroll issue, the University will provide an Estate Benefit in the amount of \$3,000 to be paid in the event that any eligible salaried employee who, at the time of death, is actively employed in a full-time or part-time position of at least 50% of the regular hours of work. This payment shall be made immediately and shall be independent of the deceased



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employee's income level, age, gender, marital status, or years of service to the University.

The payment shall be made payable to either:

- a) an eligible spouse providing that the employee had an eligible spouse at the time of death (an eligible spouse is defined to include a legal, common-law or same-sex spouse who, on the date of the death of the employee, is not separated from the employee as evidenced by documents filed by the deceased employee with the Human Resources Department); or
- b) where the deceased employee does not have an eligible spouse, the payment shall be made to a relative with whom the deceased employee was residing at the date of death providing the University is satisfied that the deceased employee was residing with a relative; or
- c) where the deceased employee does not have an eligible spouse, nor a relative with whom he/she resided at the time of death, or if the deceased employee resided with more than one relative, the payment shall be to the Estate of the deceased employee.

The Human Resources Department shall make arrangements for a representative of the University to personally deliver the payment as soon as possible.