UNIVERSITY RESPONSE TO THE DEATH OF AN EMPLOYEE, RETIREE OR THEIR IMMEDIATE FAMILY

Death of Employee or Retiree

As University personnel are made aware of the death of an employee or retiree, the following steps should be taken:

- The Department Head/Supervisor whose department has suffered the loss should immediately notify their Dean/Supervisor, who will then notify their respective Vice-President and the Director of Human Resources.
- The Vice-President will then be responsible for notifying the President.
- The Department Head/Supervisor whose department has suffered the loss will be responsible for notifying their department.
- The Human Resources department will assist the President's Office in locating the obituary.
- The President's Office will send official notification to the campus community immediately following the publication of the obituary. The information provided in the obituary will be used to complete the email template.
- The President's Office will send a letter to the family expressing the University's condolences and informing them of the placement of a book in the Lane Library in memory of the deceased.
- The President's Office will forward notification to the University Librarian.

Death of Employee's Immediate Family Member

As a Department Head/Supervisor is made aware of the death of an employee's immediate family member, the following steps should be taken:

- The Department Head/Supervisor whose department has suffered the loss should immediately notify their Dean/Supervisor, who will then notify their respective Vice-President and the Director of Human Resources.
- The Vice-President will then be responsible for notifying the President.
- The Department Head/Supervisor whose department has suffered the loss will be responsible for notifying their department.
- The Human Resources department will assist the President's Office in locating the obituary.
- The President's Office will send a letter to the family expressing the University's condolences and informing them of the placement of a book in the Lane Library in memory of the deceased (Sample Attached).
- The President's Office will forward notification to the University Librarian.

Immediate Family is defined as mother; father, brother, sister, spouse, son, daughter, in-laws of any of the foregoing, and grandparents of the employee.