

## **POLICY 3.6 - Deaths**

**Policy Category:** Personnel - All  
**Effective Date:** June 24, 2010  
**Supersedes:** November 1, 1985

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### **POLICY**

1.00 On the occasion of the death of

- a student registered in the University;
- a member of the Board of Governors or Senate;
- a member of the faculty;
- a Professor Emeritus;
- a Post-Doctoral Scholar
- a member of the administrative staff;
- a retired member of faculty or administrative staff; or
- a former student, faculty or administrative staff member killed in active military duty

the following respects shall be paid on behalf of the University.

1.01 The flag on University College shall be flown at half-mast on the date of the funeral, from 8:00 a.m. until the time of the funeral.

1.02 A floral tribute shall be sent unless specifically declined by the family of the deceased. Donations to charity may be made in lieu of flowers.

1.03 A letter of condolence shall be sent to next-of-kin.

2.00 Notwithstanding the foregoing, the President may direct that respects be paid on other occasions as the circumstances may demand.

3.00 On the death of a faculty or staff member, one month's salary in addition to the full salary pertaining to the month of death will be paid to the spouse, or failing such, to the estate of the deceased.

### **ADMINISTRATIVE PROCEDURES**

4.00 The appropriate Dean, Department Chair, or Budget Head shall be responsible for notifying the Human Resources Services, as soon as possible of a death having occurred, together with details sufficient for the latter to prepare the notification form.

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- 5.00 Human Resources, or the President in the case of section 2.00 above, shall be responsible for:
  - 5.01 sending a floral tribute to the funeral home to be inscribed "The University of Western Ontario".
  - 5.02 Issuing instructions to Facilities Management for the flag on University College to be flown at half-mast.
- 6.00 A letter of condolence on behalf of the University will be sent by the President to the next-of-kin as soon as convenient after the event.