

SECTION 10

TERMINATION

10.05 DEATH

AUTHORITY: THE CIVIL SERVICE SUPERANNUATION ACT
THE COLLECTIVE AGREEMENT BETWEEN THE
GOVERNMENT OF PEI AND THE UNION OF PUBLIC
SECTOR EMPLOYEES,
PEOPLE SOFT USER GUIDE
PSGIP ADMINISTRATION GUIDE

ADMINISTRATION: PUBLIC SERVICE COMMISSION
GOVERNMENT DEPARTMENTS / AGENCIES

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1. PURPOSE

1.01 To outline the procedures to be followed upon the death of an employee.

2. APPLICATION

2.01 Any person who dies while an employee of the Province of PEI.

3. POLICY

3.01 Upon death of an employee, the employee should be removed from payroll immediately.

3.02 Any salary owing or unused vacation leave shall be paid to the beneficiary designated under the employee's basic group life insurance, or to the employee's estate if no beneficiary has been designated.

3.03 Severance pay shall be paid to the beneficiary designated under the employee's basic group life insurance, or to the employee's estate if no beneficiary has been designated.

3.04 Advanced sick leave credits used by an employee who dies, do not have to be repaid as per Article 23.07 of the Collective Agreement.

4. PROCEDURES

4.01 For details on what the payroll administrator needs to prepare, refer to
Section 4.03 (Pension)
Section 4.09 (Severance Pay)
PSGIP Administrative Guide - Terminated Employee
PeopleSoft User Guide - Terminating Employees