



## DEATH BENEFIT SCHEME

(Covering all employees)

### DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
Aug 2013	SEStran	1.0	FINAL	Policy Adopted
Oct 2017	SEStran	1.1	FINAL	Adoption of version control

## CONTENTS

### Section

- 1 Introduction
- 2 Scope of the Scheme
- 3 Benefits of the Scheme
- 4 Administration of the Scheme

## 1. INTRODUCTION

- 1.1 SEStran in recognition of the financial expenses following the death of an individual, have agreed to operate a Death Benefit Scheme which will provide a benefit for the dependants of employees who die in service.

## 2. SCOPE OF SCHEME

- 2.1 The Scheme will apply to all employees who have a contract of employment with SEStran at the time of their death. The Scheme will apply equally to full-time, part-time and job-share employees.
- 2.2 The Scheme will also apply to temporary employees (including employees on fixed-term contracts). In addition the Scheme will apply to casual employees during active periods of employment.
- 2.3 The Scheme will **not** apply to individuals engaged under a contract for service (eg self-employed contractors, consultants, agency staff).

## 3. BENEFITS OF SCHEME

- 3.1 If an employee dies in the service of SEStran a lump sum benefit will be paid of £3,000.
- 3.2 The lump sum death benefit will normally be paid to the deceased employee's next of kin, or to the executor of the estate unless the employee had previously notified the Partnership Director in writing of the name and address of a nominated individual who is to be the beneficiary under this Scheme.

## 4. ADMINISTRATION OF SCHEME

- 4.1 The Partnership Director is responsible for both the administration of the Scheme and making contact with the next of kin/executor/nominated individual as appropriate. The lump sum benefit shall be paid as timeously as possible.
- 4.2 In order to process the lump sum benefit, the deceased employee's next of kin/executor/nominated individual will be required to provide SEStran with the following:-
  - (a) in the case of a claim by the next of kin/nominated individual, a photocopy of an extract from the "Entry in the Register of Deaths". The original extract document is obtained from the Registrar at the office where the death was registered; and
  - (b) in the case of a claim by an executor of the deceased employee's estate, a photocopy of an extract from the "Entry in the Register of Deaths" **plus** a photocopy of the "Confirmation of Estate". The latter

document is obtained through the Sheriff Clerk and gives authority to the executor to receive and make payments to the estate.

- 4.3 The lump sum benefit will normally be paid promptly on sight of the above document(s). The payment will be by cheque or by electronic transfer of funds and made payable to the next of kin/nominated individual by name **or** to the executor "for the estate of (the named deceased employee)."
- 4.4 SEStran reserves the right to pay the lump sum benefit to the estate of the deceased employee where settlement difficulties arise.