

DEPAUL UNIVERSITY



Bereavement Notices

Category: Presidential

Responsible Department: Division of Mission and Ministry

Responsible Officer: Senior Executive for University Mission

Effective Date: 3/12/2018

Policy Summary

As an expression of our Vincentian personalism, the Division of Mission and Ministry will send out a broadcast communication to the university community upon the death of an employee, a member of the immediate family of an employee, or retirees. For the bereavement notice policy for students, see the [Responsibilities Regarding Deceased Students](#) policy.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

As an expression of our Vincentian personalism, the Division of Mission and Ministry will send out a broadcast communication to the university community upon the death of an employee, a member of the immediate family of an employee, or retirees.

Procedures

Upon the death of an employee, the employee's immediate supervisor should forward all bereavement information to the Senior Executive for University Mission in the Division of Mission and Ministry. (eudovic@depaul.edu or MissionAndMinistry@depaul.edu) To respect privacy concerns a university wide bereavement notice announcing the death of an employee will only be sent with the permission of the deceased employee's next of kin.

Upon the death of an immediate family member of an employee, either the employee himself/herself or the employee's immediate supervisor should forward the bereavement information. To respect privacy concerns a university wide bereavement notice announcing the death of an immediate family member of an employee will only be sent at that employee's request or with his/her permission.

Upon the death of a retiree the Benefits section of Human Resources will inform as above. To respect privacy concerns a university wide bereavement notice announcing the death of a retiree will only be sent at the request of the retiree's next of kin. In the case of retirees this permission should be sought by the Benefits section of Human Resources.

All bereavement information should be sent in a timely fashion, and should include as much information as possible about the deceased and the wake/funeral arrangements. Ideally the information would include items about the deceased, the deceased's survivors, and the wake/funeral/memorial arrangements that typically appear in a printed newspaper obituary. A copy of the obituary, or notification of where/when the obituary will appear is also helpful.

In the case of the death of a university employee or retiree if a university memorial service is to be sponsored at a later date, an additional notice may be sent to the university community. The Division of Mission and Ministry will send out a broadcast communication to the university community (Faculty, Staff, and Retirees) as soon as possible after receiving information.

Divisional Collaborations

Division of Mission and Ministry
Benefits Section: Human Resources
University units/departments

Contact Information

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Appendices

[Responsibilities Regarding Deceased Students](#)

History/Revisions

Origination Date: 09/26/2006
Last Amended Date: 03/12/2018
Next Review Date: N/A