

	<p align="center"><b>Death while Employed</b></p> <p align="right"><i>Adopted on 2/1988</i></p>
<p align="center"><b>Last Revision Date: 1/19/2019</b></p>	<p align="center"><b>Policy No. 4.606</b></p>
<p align="center"><b>Last Enabling Resolution: 6-2019</b></p>	<p align="center"><b>Developer/Reviewer: Human Resources Director</b></p>

**1. Purpose**

The purpose of this policy is to inform Department Heads, Division Directors, and Elected/Appointed Officials what procedures to follow in the event a Sedgwick County employee dies.

**2. Scope**

This policy applies to all Sedgwick County employees.

**3. Policy Statement**

In case of the death of an employee, the hiring authority shall notify the Human Resources Director of the date of death.

**4. Definitions**

None

**5. Procedures**

- A. A Personnel Action Form (PAF) shall be submitted to the Human Resources Division indicating the death of the employee.
- B. Earnings shall be paid since the last pay period, along with accrued vacation leave.
- C. All wages to the deceased employee shall be paid as provided by K.S.A. § 44-318.