

# HR & OD POLICIES

human resources and organisational development

## RESOURCE PACK

### Death in Service

#### FLOWCHARTS

##### [HR Responsibilities](#)

Flowchart outlining the main responsibilities of HR

##### [Payroll Responsibilities](#)

Flowchart outlining the main responsibilities of Payroll

##### [Service Responsibilities](#)

Flowchart outlining the main responsibilities of the Service & Nominated Officer

#### LETTERS

##### [Initial Condolence Letter](#)

Sample wording for the initial letter of condolence sent by the Service to the bereaved family

##### [Payroll Bereavement 1st Letter](#)

1<sup>st</sup> Letter sent by Payroll to the bereaved family to confirm details of person / solicitors dealing with the estate

##### [Payroll Bereavement 2<sup>nd</sup> Letter](#)

2<sup>nd</sup> letter sent by Payroll to the next of kin with details of final payments due to the estate of the deceased employee