

Checklist in the event of the death of an employee/student

Responsibility distribution

| Task | Responsible |
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| Make sure that the information about the death is accurate and inform the local HR officer and immediate superior. | The person who receives the news of the death/superior/HR officer |
| Inform Service Centre about what has happened. | Superior or HR officer |
| Contact the local crisis management group communicator for advice and support on communication issues: https://medarbetarportalen.miun.se/en/in-case-of-an-emergency/crisis-management/ | Superior or HR officer |
| Meeting and contact with next of kin. | Immediate superior, see Advice and support below |
| On the day of death, fly the flag at half-mast, or as soon as the news of the death has been received. Servicecenter and the Division of Communications, who are responsible for employee information on the website and/or in the Student portal, are informed of the reason. The flag is raised on the campus concerned. | Superior or HR officer |
| Plan and conduct a memorial service. Take cultural identity into account when planning.* Invite next of kin. | Superior in consultation with student priest or other support function |
| In the event of a death a condolence book could be placed in public for people to sign, if so desired. The book is handed over to the next of kin for the burial. | Superior or HR officer |
| Arrange flowers for the funeral. | Superior |
| Ask next of kin if they would like the university to participate at the funeral. University participation is entirely up to the next of kin. | Superior |
| Routine measures following the funeral Different routines for employees and students | Responsible |
| Insurances to the surviving family; | Salary officer |

Contact

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Campus

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| Requisition of death certificate and relatives report from The Swedish Tax Agency. | |
| The form “Ansökan om efterlevandeförmån” is sent to the next of kin, and is returned to the salary officer for processing. You will find the form at http://www.spv.se/Privatperson/Statlig-tjanstepension/Blanketter/ , number 0108. | Salary officer |
| Answer any questions on insurance coverage for students. | Student Health Centre Coordinator |
| Personal belongings left at the office are handed over to next of kin. | Superior |

For more information, see “Respekt och hänsyn – olika trossamfunds syn på ceremonier kring dödstillfället”. You will find it at HR.

In the event of the death of an employee/student who is not a Swedish citizen

The Swedish police will contact the next of kin to inform them about the death. This is done in collaboration with the embassy in question. In other respects, the above checklist applies.

Advice and support for contact with next of kin and others affected

The police procedure in the event of a death is that a police officer together with a priest contacts the next of kin to deliver the news of the death. If the death occurred at the university the police recommends that someone from the department is included when contacting next of kin.

Preferably, someone from the department, immediate superior or co-worker, together with the student priest meets with the next of kin. Leave your phone number to the next of kin so that they can reach you.

It is important for the next of kin and co-workers that information is delivered to those affected soon after the death. Next of kin is informed first, followed by close co-workers who were not present. Remember to inform those abroad, on leave, or on sick leave.

It is important that next of kin has been informed about the death before flying the flag at half-mast or taking steps to honour the memory of the deceased.

Crisis management and information to those concerned

Crisis management aims to provide support, help to understand and ease the burden of guilt following death, accident, or disaster. It eases shock and mental stress

reactions. When breaking the news, it is important to be clear about what has happened and let everyone speak. By for example lighting candles and serving refreshments, you create a good conversational environment.

It is the superior's responsibility to offer crisis management. The occupational health service, student priest, and student health centre will serve as support in the matter. The activity should be initiated as soon as possible after the event. Opportunity to process what has happened should be given those immediately affected: co-workers, fellow students, and others affected. This is followed by an assessment as to whether additional measures, such as individual counselling, are needed.

Superior support

Dealing with death and people in mourning as a superior could be mentally exhausting. In addition to internal support for dealing with death, superiors may be offered external counselling from a registered psychologist/registered psychotherapist, contacted via the occupational health service (Feelgood or Previa). If needed, the HR officer will help you.

Employee support

Counselling via the occupational health service (Feelgood or Previa) behaviourist or psychologist, if contact is needed, the HR officer will help you.

Student support

To make an appointment with the Student Health Centre welfare officer or the student priest visit <https://portal.miun.se/web/international-student/student-health-center>.