



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Leave Beneficiary**

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### Policy:

If a deceased employee has a positive balance of accrued personal leave, the wages or salary for the remaining hours shall be paid to the person designated by the employee, or to the beneficiary of such employee as recorded with PERS.