

The University of Chicago

Office of the Auditor

F46

December 19, 1924.

My dear Mr. Tufts:

I am submitting herewith a suggested plan for the operation of the Death Benefit system. Will you please read it and report your reaction thereon to the Committee on Expenditures at its next meeting?

Yours very truly,

W. D. Hampton

Mr. James H. Tufts,
Faculty Exchange.

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The University of Chicago

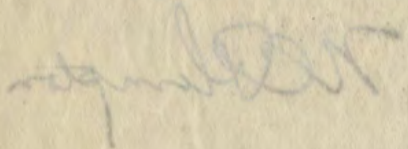
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The Death Benefit plan of the University was established to provide the equivalent of insurance to full-time employees not covered by the Retiring Allowance plans of the University. In the calculation of the amount of protection under this plan, the following basis has been adopted:

"For one year of service, the sum of \$600., to be increased by \$100. for each year of continuous service, up to a maximum of the annual salary, but in no event to exceed the sum of \$3,000. The foregoing arrangement applies from the date of commencement of continuous service with the University."

It is apparent from the foregoing that the provisions of the plan require continuous service with the University.

It is suggested that the following rules for the administration of the plan be adopted:

- a) Absence on vacation shall not be considered as an interruption of continuous service.
- b) Limited periods of absence on account of illness shall not be construed as interrupting the period of service.
- c) In case of absence in excess of two weeks, on account of illness, the head of the department shall make recommendation to the Committee on Expenditures with reference to permitting an exception under the general rule. ~~(In the Department of Buildings and Grounds employees are allowed one week's sick leave. In other departments of the University there is no specific provision.~~
- d) ~~In case an employee desires to be absent for a period in excess of the regular vacation period, application for such absence shall be made through the head of the department to the Committee on Expenditures. In such cases the Committee on~~

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d) In case an employee desires to be absent for a period in excess of the regular vacation period, application for such absence shall be made through the head of the department to the Committee on Expenditures. In such cases the Committee on

d) Leave of absence without salary of an employee of the University for a period of more than one month shall terminate the participation of such employee in the Death Benefit plan, unless at the time of granting such leave the Committee on Expenditures shall provide otherwise. In such cases the Committee shall grant leave of absence for not longer than three months at any one time. Ordinarily a leave of absence shall not exceed a period of three months, but if it is necessary at the end of that period to consider an extension of the leave, it is to be considered on its merits for a further period of three months or any part thereof.

e) The Committee on Expenditures shall have authority, in granting leaves of absence, to arrange for them as follows:

- 1) In the case of employees of long continued service, the leave of absence shall not be considered as interrupting the period of service.
- 2) In the case of employees of comparatively short period of service, the leave of absence may be granted with the understanding that the period of service attained by the individual shall stand to his credit on his return, but that no claim for death benefit will be entertained should death occur during such absence.

d) Leave of absence without salary of an employee of the University for a period of more than one month shall terminate the participation of such employee in the Death Benefit plan, unless at the time of granting such leave the Committee on Expenditures shall provide otherwise. In such cases the Committee shall grant leave of absence for not longer than three months at any one time. Ordinarily a leave of absence shall not exceed a period of three months, but if it is necessary at the end of that period to consider an extension of the leave, it is to be considered on its merits for a further period of three months or any part thereof.

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