REGULATIONS FOR PAYING FUNERAL GRANTS

Based on clause 15 (2) 16) and subsection 15 (3) of the Statutes of the University of Tartu, adopted by the senate regulation no. 11 of 21 July 2014 and approved by the council resolution no. 18 of 29 July 2014, I adopt the Regulations for Paying Funeral Grants. [effective as of 1 January 2016]

1. Funeral grants are one-off allowances intended to help meet funeral costs. A funeral grant shall be paid to:
   1.1. the spouse, child or parent (hereinafter the ‘immediate relative’) of the employee upon the death of the latter or, if the deceased has no immediate relatives, to the employee responsible for organising the funeral;
   1.2. an employee upon the death of his/her immediate relative;
   1.3. the immediate relative of a former employee upon the death of the latter, provided the former employee was employed by the university for more than 25 years and was still employed by the university at the moment of his/her retirement or, if the deceased has no immediate relatives, to the employee responsible for organising the funeral.

2. If an application for a funeral grant is made by a person who does not qualify as an immediate relative in the meaning of section 1 of these Regulations, the decision to pay or withhold the funeral grant shall be made by the Head of the Personnel Office.

3. The amount of the funeral grant is determined each year by Rector’s directive after the university’s consolidated budget has been approved. The taxes established by law in relation to making a funeral grant shall be paid by the university. [effective as of 9 November 2012]

4. In order to receive a funeral grant, the applicant must submit an application together with a copy of the relevant death certificate to the Personnel Office no later than six months from the day of the death.

5. The funeral grant shall be paid out at the cashier’s desk or transferred to the applicant’s bank account within three business days following the day the application is submitted.

6. If there are several eligible applicants, a funeral grant shall be paid to each of those applicants, provided the total amount paid out to the applicants does not exceed the amount established in section 3 above.

7. I hereby repeal the Regulations for Paying Funeral Grants approved by Administrative Decree 21 of the Rector of the University of Tartu of 30 August 2001.