

Beneficiary Designation

for Sick Leave, Vacation, Final Salary Compensation, and Professional Accrued Leave

To: Human Resources, Benefits Area

From:

Employee Name

MDID

In accord with Miami Dade College Policy and Procedure providing for settlement of specific accounts in the event of an employee's death as follows:

1. Vacation Pay in accordance with Policy II-27 (where applicable)
2. Payment of sick leave settlement in accordance with Policy II-28A
3. Final salary compensation, including Overload settlement
4. Professional Staff Accrued Leave in accordance with Policy II-51 (where applicable)

A single beneficiary and contingents may be designated or multiple beneficiaries may be designated. **Choose only one of the following options.**

CHOOSE ONE:

Option I: Single Beneficiary and Contingents

Primary Beneficiary	Relationship	Percentage
Address	Phone	100%
 Contingent	Relationship	
Address	Phone	
 Contingent	Relationship	
Address	Phone	

The contingent beneficiaries shall be eligible to receive benefits only if the primary beneficiary is deceased.

Option II: Multiple Beneficiaries

Beneficiaries	Percentage	Relationship	Address
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In the event that one or more of said multiple beneficiaries predeceases the employee, upon the death of the employee, the deceased beneficiary's designated benefits shall be paid to the estate of the deceased employee. In the absence of the specific designation of a beneficiary by the employee, all proceeds shall be paid to the estate of the deceased.

Employee Signature

Date

Revised 04/09 Original to Human Resources. Retain a copy for your records.

