

DEATH OF AN EMPLOYEE

Suggestions for managers

People who work together are like an extended family, and when a family member dies, coworkers grieve. The extent, depth and duration of the feelings will depend on how close people were to the deceased, the circumstances of the death and their own situations.

Your employees will have all kinds of responses to the death. As a manager, you need to be prepared for all of them.

Consider that:

- > Some people mourn publicly, others privately.
- > Some people need to talk about the death, others do not.
- > Some people want to keep the memory of the individual alive, others don't.
- > There is no right or wrong way for employees to respond to the death.

As a manager, there are a few guidelines that you should follow:

- > Be aware of the typical emotions people experience after a death: shock, denial, anger, guilt, sadness, acceptance and growth.
- > Give employees the opportunity to grieve.

- > Encourage open communication among employees and offer them your ear. Pretending nothing happened will only make matters worse.
- > Be aware that the death may affect employee productivity, motivation and morale.
- > Offer EAP services to all employees, and especially those who seem most affected.
- > Consider offering a way for employees to honor the deceased. This may involve a company-wide moment of silence, holding a memorial service or EAP group, dedication of a plaque, a donation in the employee's name, or allowing time off for employees to attend the funeral, etc.

Together, all the way.®



All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Health and Life Insurance Company, Connecticut General Life Insurance Company, Cigna Behavioral Health, Inc., and HMO or service company subsidiaries of Cigna Health Corporation. The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

Use and distribution limited solely to authorized personnel. 833722a 11/15 © 2015 Cigna.