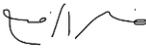


 <p>HUMAN RESOURCES DEPARTMENT</p> <p>Death or Disability Procedure</p>	Policy No.	Version
	AF_HRD_PRO_008	01.0
	Effective Date:	
	Approved By: Dr. Fahad Al-Zumai	
		
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No. of Pages: 1		

I. Procedure

- Employees may retire on medical disability grounds according to the Kuwait Labor Law or due to death
- All medically disabled cases are declared by the government medical authorities or those medical institutions approved by GUST.
- The HR Department will pursue the matter with the insurance company (if applicable) and do the necessary arrangement for the exit and final settlement.
- In case of death or that the disabled employee is unconscious or mentally inactive, the most senior member of his/her family or anyone appointed by his/her immediate family should receive the entitlement after obtaining all legal authentications.

II. Application

This procedure shall apply to all GUST employees

III. Related Policies/Procedures

IV. Revision History

Date	Revision	Remarks
10/2/2013	01.0	Initial release