

## SEPARATION FROM SERVICE - RETIREMENT

- Applicable rules:
  - **Staff regulation 9.2**
  - **Staff rule 9.5**
  - **Staff rule 9.11 (iv)**

### 🔑 **Mandatory retirement age:**

- **60 for staff recruited before 1 January 1990;**
  - **62 for staff recruited on or after 1 January 1990.**
- 65 for staff recruited on or after 1 January 2014.**

- For retirement before the mandatory age, see **Guidelines on Early Retirement**.

**Steps to be taken by responsible Office (Executive/Administrative Office at Headquarters, FALD/DPKO for mission staff, local Personnel Office at Offices Away from Headquarters):**

- Notifies staff member three months in advance of retirement age, confirming date of separation (i.e. end of the month in which staff member reaches retirement age) and advising that separation formalities will be initiated shortly.
- Prepares letter of appreciation for the retiree. The letter should highlight the most significant stages of a staff member's career and any personal attributes and qualities such as competence, creativity, devotion to the Office, mission assignments, inter alia.
- Letter will be signed by:
  - The Secretary-General for staff members who have served 20 years or more;

🔑 **Letters of appreciation for the signature of the Secretary-General should be forwarded by the Executive/Administrative Officer or local Personnel Officer to the OHRM Cluster dealing with the department or office concerned.**

- The Under-Secretary-General of the Department or Head of Office for staff members with less than 20 years of service.
- Responsible office follows **Guidelines for separation from service – general procedures**.

Note: All forms related to pension fund can be accessed at [www.unjspf.org](http://www.unjspf.org).