

**Managing organizational change during restructuring, consolidation,  
relocation, abolition of posts, and reduction of staff**

**STAFF SUPPORT POLICY FRAMEWORK**

**OHR/PG/2025/4 Version 1.0**  
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## I. Introduction

1. This UN Secretariat *Staff support policy framework* provides guidance on managing organizational change involving **restructuring, consolidation, relocation, abolition of posts, and reduction of staff** (hereinafter referred to *Staff support framework*). It contains a summary of the human resources and administrative support measures for UN Secretariat internationally and locally recruited staff members in the context of the current UN 80 initiative.
3. The Staff support framework is designed to provide Heads of entity and managers, human resources practitioners in executive offices and local human resources offices, and staff members at large with critical information about managing organizational change and identifying actions in the short, medium, and longer-term.
4. The Staff support framework is intended to enhance the understanding of how the Organization's regulatory framework and human resources policies are to be applied during such organizational transitions. It has been prepared to facilitate a people-centered and harmonized approach to supporting staff members in a consistent, equitable, and fair manner.
5. The Staff support framework should serve as a reference to help lead organizational transformation and navigate change. It does not replace the Staff Regulations and Rules, administrative issuances or OHR policy guidelines. In accordance with the United Nations Dispute and Appeals Tribunals' jurisprudence, decisions must be free of unfairness, unreasonableness, illegality, irrationality, procedural irregularity, bias, capriciousness, arbitrariness, and lack of proportionality. Decision-makers must provide reasons for any administrative decisions, supported by facts.
6. This version of the Staff support framework is subject to review and changes and/or updates which will be published in revised documents.

## II. Scope

7. The framework covers administrative and human resources support measures for locally and internationally recruited staff members who may be impacted by restructuring, consolidation of functions, abolition of posts, reduction of staff or relocation.
8. The target groups for this framework are staff members who hold a permanent, continuing, or fixed-term appointment and whose posts may be relocated or whose appointments may not be renewed or may be terminated due to abolition of post or reduction of staff.
9. Due consideration will be provided to all staff members during this transition, including staff members who hold a temporary appointment and whose appointment may not be renewed, and thus would be separated on the date of expiration of their current appointment.

### III. Purpose

10. The purpose of the Staff support framework in the context of the Secretary-General's UN80 initiative is to:

- Ensure a people-centred approach, maintain transparency and trust in the process by communicating and consulting regularly and openly with staff representatives, managers and staff at large;
- Ensure the consistent, equitable and fair implementation of the Organization's legal framework, i.e. the Charter of the United Nations, the relevant General Assembly resolutions, the Staff Regulations and Rules of the United Nations, the Financial Regulations and Rules of the United Nations, administrative issuances, OHR policy guidelines and policy procedures across all entities Secretariat-wide;
- Ensure a consultative and transparent process is in place in all entities for staff engagement;
- Provide access to counselling and wellbeing services to managers and staff;
- Provide career transition support to affected staff members, making sure that affected colleagues are treated with respect, and receive clarity and advice on their options;
- Introduce special measures to assist staff members directly impacted, ensuring they feel seen, supported, and valued.

## **IV. Roles, responsibilities and support structure**

11. The Office of Human Resources, under the overall guidance of the Assistant Secretary General for Human Resources, is accountable for providing the global strategy and authoritative policy advice to Heads of entity for a consistent, equitable and fair application, under their delegated authority, of the Staff support framework Secretariat-wide. The Department of Operational Support is responsible to provide operational support, as HR Tier 2 to whom entities may reach out. Staff members will play a critical role in engaging, shaping, and driving the change within their entity. Similarly, senior and middle managers have an important responsibility to model behaviours that demonstrate our core values and a commitment to these changes.
12. Staff representatives at the unit, entity, duty station and global level act as an important and trusted channel for staff engagement. They play a critical role in advocating for staff interests, ensuring that concerns and feedback are communicated effectively to management. They also serve as key partners in promoting fair and transparent processes and contribute to discussions on how decisions and procedures impact staff. Their role is particularly vital in helping to mitigate concerns, providing peer support, and ensuring that staff voices are heard in decision-making. Staff representatives work closely with the Office of Human Resources in the Department of Management, Strategy, Policy and Compliance as well as at the entity level, with the Heads of entity to ensure that staff have access to the necessary information, resources, and guidance throughout the transition. Where a staff representative is not available, management will liaise with the head of the relevant staff representative body.

## V. Staff consultations, communication and engagement

13. **Transparency:** Open and honest communication through different means (townhalls, broadcasts, smaller group meetings... etc.) is essential, even when not all the answers are available. In launching the UN80 initiative, the Secretary-General committed to full transparency and regular consultations with staff and their representatives.
14. **Regular Updates and feedback mechanism:** Regular briefings to staff representatives as well as to staff at large, as needed, will be scheduled to communicate updates and any material changes in the Organization's direction or funding/resources level. Timely and respectful communication about job changes is critical. It is important to inform affected staff as soon as possible if the posts they encumber are to be abolished or relocated.
15. **Staff Management Committee (SMC):** Management will continue to engage regularly and consult with staff representatives through the Staff Management Committee process to share information on a regular and timely basis regarding proposals that will impact staff and to seek staff representatives' feedback and suggestions.
16. **Regular dialogue at the entity level with the entity's staff representatives and staff members of the entity:** It will be important to provide timely information, reduce uncertainty, contain anxiety and foster transparency.
17. The main platform for communication for staff is the [UN80 Initiative | iSeek](#). This webpage has up-to-date information on everything staff need to know about the current process, including links to all global messages, FAQs, resources for staff and a list of global Human Resources focal points and Staff Counsellors.

## VI. Career support mechanisms

26. Career support mechanisms include:

- **Access to learning opportunities:** Offering access to e-learning sessions to equip staff with additional skills needed to adapt to new operational realities or transition to different roles within and beyond the UN Secretariat is vital. This includes:
  - ✓ Competency-based Learning: Tailored training based on revised job profiles or new functional competencies.
  - ✓ Digital Skills: Courses on data literacy, remote collaboration tools, and digital communications (e.g., MS Teams, Power BI).
  - ✓ Curated E-learning Paths: Via Inspira, LinkedIn Learning, UNKampus, etc.
  - ✓ Language Training: Especially for reassignments to different duty stations or for external job market competitiveness.
- **Change management:**
  - ✓ Adaptive Leadership Training: For supervisors managing teams during transition.
  - ✓ People Management in Crisis: Addressing morale, motivation, and conflict resolution during downsizing or reassignment.
  - ✓ Ethical Decision-Making and Communication: Reinforcing integrity and transparency
- **Management support:**
  - ✓ Guide on managing performance, especially conveying performance expectations, adjusting priorities as necessary and giving constructive and timely feedback.
  - ✓ Guide on having difficult conversations
  - ✓ Guide with good practices of managing geographically dispersed teams
- **Career Counselling:** Given that staff in the Secretariat drive their own careers, it is crucial to provide guidance and support to enable them to consider their career options within or outside the Organization, including resume writing and job interview preparation. Self-help information and resources will be made available to all staff. With additional resources, more dedicated assistance can be made available.

27. Staff members who are immediately impacted are eligible for specific career transition information and support through their local HR or Executive office. This includes:

- Tailored webinars (see below), support and information on job applications and interview preparation. In-depth, self-help information and resources will be made available to all staff. As in the past, larger-scale resources and support can be made available with additional resources (vendor platform, AI tools... etc.).
- Priority consideration for applications to job openings by downsized staff members who have received notice of termination and are therefore eligible to be “flagged” in Inspira, consistent with the Staff Regulations and Rules and the policy on downsizing contained in ST/AI/2023/1.

- Information, tools, resources, and services will be provided to support and empower supervisors, particularly in holding meaningful career or difficult conversations with affected staff, while ensuring they are equipped to empower and support their teams.
  - Support in actively seeking alternative positions within the UN Secretariat, in other UN common system organizations and external public/private sectors.
  - Currently explored and is not yet available: Providing tailored support to locally recruited staff, including partnering with job placement agencies.
28. Individuals are best placed to determine their needs and are encouraged to identify a mentor for their particular situation. A mentor can often provide individual career conversations to support preparation of their profiles and provide individualized career guidance.
29. UN Secretariat staff and managers should visit the new Careers tile on the Knowledge Gateway to explore current career support including webinars, personal planning tools, managerial guides and the career landscape in the Organization.
30. All staff, including managers, can find even more information on the Careers Tip Thursday site which contains videos of sessions held on a variety of career-related topics, designed to provide tips, guidance and insights for career and professional development.
31. Heads of entity and managers are expected to allow affected staff members a dedicated amount of working time to prepare for job applications, take online courses, and pursue professional development activities that strengthen their candidacy for future roles.

## VII. Staff Wellbeing support

32. Staff wellbeing is particularly impacted in times of change. The Organization is making every effort to ensure all those impacted by these funding challenges are supported with a range of staff wellbeing services.
33. Staff wellbeing and mental health interventions will focus on:
- **Access to Mental Health Resources and Counselling Services:** Promoting access to mental health resources and counselling services is essential for staff well-being.
  - **Wellness Programmes:** Creating initiatives for physical and mental wellness, such as flexible work hours, mindfulness sessions, and team-building activities, can foster camaraderie and reduce stress.
  - **Peer Support Groups:** Establishing peer support networks where staff can connect, share experiences, and offer mutual support in a structured manner is beneficial.



34. Staff and managers will be supported through the psychosocial services provided by staff counsellors:

- **Confidential Counselling and Psychosocial Training.** Staff and dependents (as per the arrangements and service provision of the duty station), wellbeing programmes, and facilitation of psychosocial training. Such training topics can include navigating change & transition, supporting self and others during change, personal coping tools for anxiety and stress, increasing morale and motivation;
- Staff Counsellors can assist with the **provision of mental health resources** within the UN and **provision of counselling services** as needed. Staff are responsible for checking the scope of their own medical insurance coverage plan should they wish to access an external mental health provider;
- **Targeted sessions for managers** to enable them to deal sensitively and directly with individual and team motivation, about change, recognizing stress and supporting staff members through the transition;
- **Wellbeing Resources:** Share practical guides on managing grief, uncertainty, and transition, such as the newly developed Managing Change with Purpose Pocket Guide.

35. All individual discussions with staff counsellors will remain entirely confidential, except in cases of potential harm. Further information on Staff Counsellors assigned to specific duty stations can be sought from the Staff Counsellor's Office, UN Secretariat NY [scohq@un.org](mailto:scohq@un.org).

## VIII. Early Separation Programme

36. An early separation programme for staff is under consideration by the Department of Management, Strategy, Policy and Compliance (DMSPC) and will be discussed with staff representatives in the context of the upcoming Staff Management Committee meeting at the end of June 2025.

## IX. Special measures

37. Special measures for staff employment in the context of relocation, restructuring and consolidation, workforce reduction and abolition of posts are under consideration by the Office of Human Resources and will be discussed with the staff representatives in the context of the upcoming Staff Management Committee meeting at the end of June 2025.

## X. Policy applicable for downsizing or restructuring resulting in termination of appointments

38. The termination of appointments of staff members are governed by the UN Staff Regulations and Rules, in particular Staff Regulation 9.3, Annex IV to the Staff

Regulations, Staff Rules 9.6 and 13.2. Additionally, ST/AI/2023/1 on Downsizing or restructuring resulting in termination of appointments will apply.

39. Secretariat entities will be supported in implementing the policy through the tiered support system for human resources within the Secretariat, i.e. Tier 2 - OSO/HRSD and Tier 3 OHR.

## ANNEX A: Relocation: List of policies regarding changes to applicable allowances and benefits for internationally recruited UN staff members.

The following tables summarize the applicable allowances and benefits for internationally and locally recruited UN staff members. The full details may be found in the UN Staff Regulations and Rules and administrative issuances.

**Table 1: Reassignment of internationally recruited staff members holding a permanent, continuing, or fixed-term appointments to another duty station**

Salaries, Allowances & Benefits	Applicable policies
Base salary	No change
Post adjustment (applicable to the new duty station)	Staff Rule 3.6
Post adjustment for previous duty station may be payable for up to 6 months if PADJ at new duty station is lower and at least one eligible family remains at the previous duty station	Staff Rule 3.6 (b)(i)
Education Grant	ST/AI/2018/1/Rev.1 Section 6.2
Rental subsidy	Staff Rule 3.7, ST/AI/2018/3/Rev.1 and ST/IC/2023/9
Rental subsidy applicable to the previous duty station may be payable for up to six months while at least one member of their immediate family (spouse and children) remains at that duty station	Staff Rule R 3.7 (b), ST/AI/2018/3/Rev.1 and ST/IC/2023/9
Hardship allowance (Payable in duty stations with B to E hardship classification)	Staff Rule 3.12 and ST/AI/2016/6
Mobility incentive (not payable in H duty stations)	Staff Rule 3.11, ST/AI/2016/6 and Amend.1
Excess baggage for staff member and eligible family members	Staff Rule 7.2, ST/AI/2016/4 and ST/IC/1999/99
Terminal expenses for staff member and eligible family members	Staff Rule 7.6, ST/AI/2013/3/Rev.1, ST/IC/2019/16/ and Amend.1
Relocation shipment for staff member and eligible family members (or relocation grant in lieu of relocation shipment)	Staff Rule 7.13, ST/AI/2016/4 and ST/IC/1999/99
Unaccompanied shipment for staff member and eligible family members (or relocation grant in lieu of unaccompanied shipment)	Staff Rule 7.12, ST/AI/2016/4 and ST/IC/1999/99
Settling-in grant for staff member and eligible family members	Staff Rules 7.2, 7.11 and ST/AI/2016/5
Health insurance	Staff Rule 6.6 and ST/IC/2025/4

## ANNEX B: Separation: Summary of applicable allowances and benefits for internationally and locally recruited UN staff members.

The following tables summarize the applicable allowances and benefits for internationally and locally recruited UN staff members. The full details may be found in the UN Staff Regulations and Rules and administrative issuances.

**Table 1: Separation upon expiration of Temporary and Fixed-Term Appointments**

For both Internationally and locally recruited staff members		
Allowances & Benefits	Policy provision	Highlights
<b>Salaries and allowances</b>	Staff Rule 9.13	When a staff member is separated from service, the date of expiration of the appointment specified in the letter of appointment will be the date on which entitlement to salary, allowances and benefits shall cease.
<b>Notice period</b>	Staff Rule 9.7	No notice period is required to be given to staff members on temporary and fixed-term appointments whose appointments expire on the date indicated in their letters of appointment. However, the organization shall endeavour to advise staff on non-extension of their appointments as soon as the information is available.
<b>Termination indemnity</b>	Staff Regulation 9.3 Annex III to the Staff Regulations Staff Rule 9.8	Upon the normal expiration of appointment, staff member is not entitled to any termination indemnity. Should a staff member's appointment be terminated, the Secretary-General will pay such indemnity as may be provided for under the Staff Regulations and Staff Rules.
<b>Education Grant/Special Education Grant (EG/SEG)<sup>1</sup></b>	Staff Rule 3.9 (e) (f)	When a staff member who is eligible for EG/SEG and related benefit at the beginning of the academic year is separated from service, and the period of eligible service covers less than two thirds of the academic year, the amount of the grant and related benefit shall be prorated on the basis of the period of eligible service compared with the full academic year.

<sup>1</sup> EG is only applicable to internationally recruited staff members while SEG is applicable to both International and locally recruited staff members.

For both Internationally and locally recruited staff members		
Allowances & Benefits	Policy provision	Highlights
Parental leave	ST/AI/2023/2	<p><b><u>Staff on Fixed-Term appointments:</u></b></p> <p><b>Staff members becoming parents without giving birth:</b></p> <p>If the separation date falls during the first eight weeks following the birth or adoption of a child, the appointment shall be extended to cover a maximum period of eight weeks of parental leave to be taken in one continuous period from the date of the child's birth or adoption.</p> <p><b>Staff members becoming parents by giving birth:</b></p> <p>When parental leave has started prior to the date of separation, but has not been completed, the appointment shall be extended to cover the full duration of the 26-week parental leave entitlement to be taken in one continuous period.</p> <p><b><u>Staff on Temporary appointments:</u></b></p> <p><b>Staff members becoming parents without giving birth:</b></p> <p>In the case of staff members who become parents without giving birth, the temporary appointment shall not be extended solely for the purpose of taking parental leave.</p> <p><b>Staff members becoming parents by giving birth:</b></p> <p>When parental leave has started prior to the date of separation, but has not been completed, the appointment shall be extended to cover the full duration of the 26-week parental leave entitlement to be taken in one continuous period.</p>

For both Internationally and locally recruited staff members		
Allowances & Benefits	Policy provision	Highlights
<b>Commutation of accrued annual leave</b>	Staff Rule 9.10	When staff members have accrued annual leave, they shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 18 working days for staff holding a temporary appointment and up to a maximum of 60 working days for staff holding a fixed term appointment.
<b>Restitution of advance annual and sick leave</b>	Staff Rule 9.11	Staff members who have taken advance annual or sick leave beyond that which they have subsequently accrued shall make restitution for such advance leave by means of a refund or an offset against any payment due to the staff member, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period.
<b>Certification of Service</b>	Staff Rule 9.14	Any staff member who so requests shall, on leaving the service of the United Nations, be given a statement relating to the functions performed and the length of service. On the staff member's written request, the statement shall also refer to the staff member's quality of work and official conduct.
<b>After-service Health Insurance</b>	ST/AI/2007/3	<p>Staff members holding a fixed-term appointment separated from service other than by dismissal are eligible to enrol in the after-health insurance plan provided that:</p> <ul style="list-style-type: none"> <li>• They are at least 55 years of age if they joined the Organization before 1 January 2014 or at least 58 years of age if they joined on or after that date;</li> <li>• Had been a participant in a contributory health insurance plan of the UN for at least 10 years if recruited on or after 1 July 2007 or 5 years if recruited before 1 July 2007;</li> <li>• Are eligible and elect to receive a retirement, early retirement or deferred retirement benefit under the Regulations of UNJSPF.</li> </ul>

For both Internationally and locally recruited staff members		
Allowances & Benefits	Policy provision	Highlights
		The minimum age requirement does not apply to staff members who separate with a disability benefit under the Regulations of the United Nations Joint Staff Pension Fund (UNJSPF) or with compensation for disability under appendix D to the Staff Rules.
<b>Visas for staff members serving in the United States</b>	Application varies on the Host Country Agreement ST/AI/2000/19	Under the current host country agreement, staff members on a G-4 visa with dependents under the same status will be required to relinquish their G-4 visas upon relocation to another duty station. Those who wish for their family members to remain in the United States must obtain an alternative visa to ensure their continued legal residence in the country. Staff members on G-4 visa have 30 days to leave the country upon separation from the Organization. Upon written application to the US authorities, that period may be extended for an additional 30-day period. The extension is subject to approval by US authorities and upon written application as per ST/AI/2000/19.

For internationally recruited staff members only		
Allowances & Benefits	Policy provision	Highlights
<b>Repatriation Grant</b>	Staff Regulation 9.4 Staff Rule 9.12 ST/SGB/2023/Rev. 1 (Annex IV) ST/AI/2016/2	<p>Repatriation grant shall be payable to staff members who have completed at least five years of qualifying service, whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station.</p> <p>Payment of the repatriation grant after separation of an eligible staff member shall require submission of documentary evidence satisfactory to the Secretary-General that the former staff member has relocated away from the country of the last duty station at the time of separation.</p> <p>When a staff member receives a new appointment in the United Nations common system less than 12 months after separation, the amount of any payment for repatriation grant shall be adjusted so that the number of months, weeks or days of salary to be paid at the time of the separation after the new appointment, when added to the number of months, weeks or days paid for prior periods of service, does not exceed the total of months, weeks or days that would have been paid had the service been continuous.</p> <p><u>Time limitation for submission of the claim</u></p> <p>Entitlement to the repatriation grant shall cease if no claim has been submitted within two years after the effective date of separation, or under conditions established by the Secretary-General. However, when both spouses are staff members and the spouse who separates first is entitled to the repatriation grant, the claim for payment of the grant by that spouse shall be considered receivable if made within two years of the date of separation of the other spouse.</p>
<b>Relocation shipment (or relocation grant)</b>	Staff Rule 7.2 Staff Rule 7.13 ST/AI/2016/4	An entitlement to relocation shipment for full removal of personal effects and household goods shall arise with respect to internationally recruited staff members holding a fixed-term



For internationally recruited staff members only		
Allowances & Benefits	Policy provision	Highlights
lieu of relocation shipment)		<p>appointment on separation from service, provided that the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service.</p> <p>Upon separation from service, the staff member is entitled to relocation shipment from the official duty station to any one place to which the staff member is entitled to be returned to in accordance with the provisions of staff rule 7.2 (Official travel of staff members and their eligible family members).</p>
Unaccompanied shipment (or relocation grant in lieu of unaccompanied shipment)	Staff Rule 7.12 (h) (1) (2) Staff Rule 7.13 ST/AI/2016/4	<p>A staff member holding a <u>temporary</u> appointment may be reimbursed for the shipment of personal effects and household goods, up to a maximum of 100 kilograms or 0.62 cubic metres, by the most economical means on appointment and on separation from service;</p> <p>A staff member holding a <u>fixed-term</u> appointment may be reimbursed for the shipment of personal effects and household goods, up to a maximum of 100 kilograms or 0.62 cubic metres, by the most economical means when on assignment for less than one year.</p> <p>Where the assignment is extended for a total period of one year or longer, the staff member shall be paid expenses for an additional shipment of personal effects and household goods up to the maximum entitlement established in paragraph (i) below on the condition that staff member's services are expected to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods in line with staff rule 7.14 (a).</p> <p>Unaccompanied shipments shall normally be made in one consignment, and related expenses shall be reimbursed on the basis of the maximum entitlement for transportation by the most economical means, as determined by the Secretary-General, between the official places of departure and destination of the staff member or eligible family members. A lump-sum amount may be paid in lieu of the unaccompanied shipment under conditions established by the Secretary-General.</p>

**Table 2: Termination: Termination of appointments for abolition of posts and reduction of staff**

For Internationally and locally recruited staff members		
Allowances & benefits	Policy provision	Examples
<b>Salaries and allowances</b>	Staff Rule 9.13	When a staff member is separated from service, the effective date of termination specified in the notice of termination will be the date on which entitlement to salary, allowances and benefits shall cease.
<b>Notice period</b>	Staff Rule 9.7	A staff member whose appointment is to be terminated shall be given written notice in accordance with the notice period set forth in the Staff Rule 9.7  Permanent, continuing: At least three months Fixed term: At least 30 calendar days Temporary: At least 15 calendar days
<b>Termination indemnity</b>	Staff Regulation 9.3 Annex III to the Staff Regulations Staff Rule 9.8	<b>Termination indemnity is calculated as follows:</b>  <b>Professional and higher categories:</b> Gross salary less staff assessment;  <b>Field Service category:</b> Gross salary less staff assessment plus language allowance, if any;  <b>General Service and related categories:</b> Gross salary less staff assessment plus language allowance, if any.

For Internationally and locally recruited staff members		
Allowances & benefits	Policy provision	Examples
<b>Special Leave for pension purposes upon termination</b>	Staff Rule 9.8 (d), (e), (f).	<p>Under provisions of the paragraphs (d), (e), (f) of Staff Rule 9.8, staff members may be placed on special leave without pay for pension purposes if:</p> <ul style="list-style-type: none"> <li>- They are within 2 years of reaching the applicable qualifying age for an early retirement benefit under article 29 of the Regulations of the United Nations Joint Staff Pension Fund and 25 years of contributory service in the United Nations Joint Staff Pension Fund.</li> <li>- They are over the applicable qualifying age for an early retirement benefit under article 29 of the Regulations of the United Nations Joint Staff Pension Fund and within 2 years of 25 years of contributory service in the United Nations Joint Staff Pension Fund.</li> </ul>
<b>Education Grant/Special Education Grant (EG/SEG)<sup>2</sup></b>	Staff Rule 3.9 (e) (f)	When a staff member who is eligible for EG/SEG and related benefit at the beginning of the academic year separates from service, and the period of eligible service covers less than two thirds of the academic year, the amount of the grant and related benefit shall be prorated on the basis of the period of eligible service compared with the full academic year.
<b>Commutation of accrued annual leave</b>	Staff Rule 9.10	When staff members have accrued annual leave, they shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 18 working days for staff holding a temporary appointment and up to a maximum of 60 working days for staff holding a fixed term, continuing or permanent appointment.

<sup>2</sup> EG is only applicable to internationally recruited staff members while SEG is applicable to both International and locally recruited staff member

For Internationally and locally recruited staff members		
Allowances & benefits	Policy provision	Examples
<b>Restitution of advance annual and sick leave</b>	Staff Rule 9.11	Staff members who have taken advance annual or sick leave beyond that which they have subsequently accrued shall make restitution for such advance leave by means of a refund or an offset against any payment due to the staff member, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period.
<b>Certification of Service</b>	Staff Rule 9.14	Any staff member who so requests shall, on leaving the service of the United Nations, be given a statement relating to the functions performed and the length of service. On the staff member's written request, the statement shall also refer to the staff member's quality of work and official conduct.
<b>After-service Health Insurance</b>	ST/AI/2007/3	<p>Staff members holding a fixed-term, continuing or permanent appointment separated from service other than by dismissal are eligible to enrol in the after-health insurance plan provided that:</p> <ul style="list-style-type: none"> <li>• They are at least 55 years of age if they joined the Organization before 1 January 2014 or at least 58 years of age if they joined on or after that date;</li> <li>• Had been a participant in a contributory health insurance plan of the UN for at least 10 years if recruited on or after 1 July 2007 or 5 years if recruited before 1 July 2007;</li> <li>• Are eligible and elect to receive a retirement, early retirement or deferred retirement benefit under the Regulations of UNJSPF.</li> </ul> <p>The minimum age requirement does not apply to staff members who separate with a disability benefit under the Regulations of the United Nations Joint Staff Pension Fund (UNJSPF) or with compensation for disability under appendix D to the Staff Rules.</p>
<b>Visas for staff members serving in the United States</b>		Under the current host country agreement, staff members on a G-4 visa with dependents under the same status will be required to relinquish their G-4 visas upon relocation to

For Internationally and locally recruited staff members		
Allowances & benefits	Policy provision	Examples
	Application subject to the Host Country Agreement ST/AI/2000/19	another duty station. Those who wish for their family members to remain in the United States must obtain an alternative visa to ensure their continued legal residence in the country. Staff members on G-4 visa have 30 days to leave the country upon separation from the Organization. Upon written application to the US authorities, that period may be extended for an additional 30-day period. The extension is subject to approval by US authorities and upon written application as per ST/AI/2000/19.

For internationally recruited staff members only		
Allowances & benefits	Policy provision	Examples
<b>Repatriation Grant</b>	Staff Regulation 9.4 Staff Rule 9.12 ST/SGB/2023/Rev.1 (Annex IV) ST/AI/2016/2	<p>Repatriation grant shall be payable to staff members who have completed at least five years of qualifying service, whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality.</p> <p>The repatriation grant shall not, however, be paid to a staff member who is dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station.</p> <p>Payment of the repatriation grant after separation of an eligible staff member shall require submission of documentary evidence satisfactory to the Secretary-General that the former staff member has relocated away from the country of the last duty station at the time of separation.</p> <p>When a staff member receives a new appointment in the United Nations common system less than 12 months after separation, the amount of any payment for repatriation grant shall be adjusted so that the number of months, weeks or days of salary to be paid at the time of the separation after the new appointment, when added to the number of months, weeks or days paid for prior periods of service, does not exceed the total of months, weeks or days that would have been paid had the service been continuous.</p> <p><u>Time limitation for submission of the claim</u></p> <p>Entitlement to the repatriation grant shall cease if no claim has been submitted within two years after the effective date of separation, or under conditions established by the Secretary-General. However, when both spouses are staff members and the spouse who separates first is entitled to the repatriation grant, the claim for payment of the grant by that spouse shall be considered receivable if made within two years of the date of separation of the other spouse.</p>

For internationally recruited staff members only		
Allowances & benefits	Policy provision	Examples
<b>Relocation shipment (or relocation grant lieu of relocation shipment)</b>	Staff Rule 7.2 Staff Rule 7.13 ST/AI/2016/4	<p>An entitlement to relocation shipment for full removal of personal effects and household goods shall arise with respect to internationally recruited staff members holding a fixed-term or continuing appointment on separation from service, provided that the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service.</p> <p>Upon separation from service, the staff member is entitled to relocation shipment from the official duty station to any one place to which the staff member is entitled to be returned to in accordance with the provisions of staff rule 7.2 (Official travel of staff members and their eligible family members).</p>
<b>Unaccompanied shipment (or relocation grant in lieu of unaccompanied shipment)</b>	Staff Rule 7.12 (h) (1) (2) Staff Rule 7.13 ST/AI/2016/4	<p>A staff member holding a fixed-term or continuing appointment may be reimbursed for the shipment of personal effects and household goods, up to a maximum of 100 kilograms or 0.62 cubic metres, by the most economical means when on assignment for less than one year.</p> <p>Where the assignment is extended for a total period of one year or longer, the staff member shall be paid expenses for an additional shipment of personal effects and household goods up to the maximum entitlement established in paragraph (i) below on the condition that staff member's services are expected to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods in line with staff rule 7.14 (a).</p> <p>Unaccompanied shipments shall normally be made in one consignment, and related expenses shall be reimbursed on the basis of the maximum entitlement for transportation by the most economical means, as determined by the Secretary-General, between the official places of departure and destination of the staff member or eligible family members. A lump-sum amount may be paid in lieu of the unaccompanied shipment under conditions established by the Secretary-General.</p>