

OHR Policy Guideline
2025 Early Separation Programme
OHR/PG/2025/5 – 08 August 2025
Version 1.0

[Superseded and replaced by OHR/PG/2025/5/Rev 1. issued on 13 August 2025]

I. Purpose

1. In the context of the UN80 initiative, the Organization is introducing an early separation programme intended to serve the interest of the good administration. The programme seeks to mitigate the negative impact of potential future terminations of appointments by facilitating the voluntary early separation of staff members, including through early retirement, thereby reducing the number of staff whose appointments may otherwise need to be terminated.
2. Consistent with the principles of good management and overall cost-effectiveness, the programme is designed to offer interested and eligible staff members the opportunity to voluntarily separate early from service, regardless of the funding source of the position they encumber (i.e. regular budget, peacekeeping, support account, extra-budgetary, including PSC and cost recovery).
3. **The programme is open from Monday 11 August to Friday 12 September 2025.**

II. Eligibility

4. The programme is open to staff members who meet all of the following criteria:
 - a. are in the Professional and higher categories, Field Service category and General Service and related categories, including but not limited to National Professional Officers, Trades and Crafts and Security Service categories;
 - b. hold career appointments (permanent, continuing or indefinite) or fixed-term appointments (without any limitation to a particular entity);
 - c. will have completed at least five years of continuous service with the Organization as of 31 December 2025;
 - d. will be 55 years of age or above on or before 31 December 2025; and
 - e. will not have reached the mandatory age of separation of 65 on or before 30 June 2026.
5. Additionally, in accordance with staff rules 9.8 (d) (i) and (ii) and 9.8 (e), a staff member who, as of 31 December 2025, is either:
 - a. within two 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 (UNJSPF) and completing 25 years of contributory service in the UNJSPF; or

- b. over the applicable qualifying age for an early retirement benefit under article 29 of the Regulations of the UNJSPF and within 2 years of 25 years of contributory service in the UNJSPF;

may, upon written request, be placed for a maximum period of two years on special leave without pay (SLWOP) for pension purposes to enable them to reach the applicable qualifying age for an early retirement benefit or to complete 25 years of contributory service in the Pension Fund.

III. Modalities for payment of termination indemnity

6. Subject to the staff member's eligibility for the programme, the regular termination indemnity will be paid as a lump sum in accordance with Annex III to the Staff Regulations.
7. No additional termination indemnity will be paid beyond the amounts specified in Annex III to the Staff Regulations (reproduced in Annex I to these guidelines for ease of reference).
8. Payment in lieu of notice will not be offered. Staff members must serve their notice period prior to the mutually agreed separation date, as decided by the Organization.

Additional provisions:

9. Staff members who have reached the applicable normal retirement age of 60 or 62, but not the mandatory age of separation of 65 years old, as of 30 June 2026, may request to be considered for early separation, on the understanding that the termination indemnity may not exceed the total amount of the salary and all emoluments they would have received had they remained in service until their mandatory age of separation.
10. In the case of staff members who receive approval for SLWOP for pension purposes, the entire cost of the full pension contribution of both the staff member and the Organization for the period in question will be deducted from the termination indemnity and remitted in advance to the Pension Fund by the Organization to cover the period of special leave without pay for pension purposes.
11. Upon being placed on special leave without pay, the staff member will be paid the balance of the termination indemnity, if any. However, an amount equivalent to 10 per cent of the total pension contribution will be withheld to account for the possibility of an increase in pension contributions during the period of special leave without pay. Should such an increase occur, the Organization will pay to the Pension Fund the increased contribution, from the amount withheld. Any unused amount will be paid at the end of the period of special leave without pay to the separated staff member, who will receive an accounting of all payments made for pension contributions. Should the amount withheld prove to be insufficient, the staff member agrees to pay the difference promptly.

IV. Implementation (process)

Step 1: Expression of interest by staff members (11 August to 12 September 2025)

12. Staff members who fulfil the eligibility criteria and who wish to be considered for the early separation programme are required to submit a request to that effect to their Executive Office or local Human Resources Office as soon as possible, and no later than **cob Friday 12 September 2025**.

Step 2: Initial Review by Executive / Local HR Offices (11 August to 19 September 2025)

13. The Executive Office or local Human Resources Office will review the eligibility of staff members who have expressed interest¹ upon receipt and, if eligible for consideration, will provide them with the estimated termination indemnity and any other information they have asked for. Staff members who are deemed ineligible will also be informed.

Step 3: Confirmation of Expression of Interest by staff members (by 19 September 2025)

14. Upon receipt of the estimated indemnity and any other information requested from the Executive office of local Human Resources Office, staff members will confirm their interest to that Office **no later than cob Friday 19 September 2025**.

Step 4: Entity Review of all expressions of interest (between 20 to 30 September 2025)

15. The Executive Office or local Human Resources Office will provide the required information using the template contained in Annex II of these guidelines, prepare the order of priority based on length of service, competence, integrity as well as nationality of the staff members; and submit them to the Head of Entity for consideration.
16. The Head of Entity will review all the expressions of interest, including the order of priority and determine which ones are in the overall interest of the good administration of the Organization being mindful of the mandated programmatic activities of their entity.

Step 5: Submission to DMSPC (by no later than cob 30 September 2025)

17. Heads of Entity must submit to the Department of Management Strategy, Policy and Compliance (DMSPC) (i.e., the Assistant Secretary-General for Human Resources) for clearance, the whole list of expressions of interest received, using the template contained in Annex II and indicating those they recommend for approval along with the rationale for the order of priority and the reasons for any rejection (if applicable)².

Step 6: Clearance by DMSPC (October 2025)

¹ Also refer to OHR/PG/2024/2 issued on 22 January 2024 on Determination of continuous service for purposes of separation benefits (termination indemnity, grant upon death and repatriation grant).

² Final approval of the mutually agreed separation will be subject to the availability of budget and cash, consistent with the interest of the good administration of the Organization. The Heads of Entity reserve the right to reject or defer a staff member's application for mutually agreed early separation. The ASG/OHR and ASG/OPFB Controller reserve the rights to not provide clearance to a mutually agreed early separation recommended by the HoEs or to seek further information from the HoEs on any expressions of interest they rejected or deferred, as applicable.

18. The Assistant Secretary-General for Human Resources and the Controller/Assistant Secretary-General for Programme Planning, Finance and Budget will review the submissions from all entities and determine which requests are cleared financially to proceed for final approval by the head of entity.

Step 7: Approval by Head of Entity (by end October 2025)

19. Head of Entity will approve those requests that have been cleared financially by DMSPC and immediately inform the staff members concerned.

Step 8: Preparation and Signature of Agreements

20. Upon approval by the Head of Entity, the Executive Office or local Human Resources Office will prepare the agreements outlining the applicable terms and conditions the staff members will be required to sign (Acceptance of agreed termination form SEP.1 (11-24)). They must prioritize as much as possible, staff members holding a career appointment (permanent, continuing or indefinite) being mindful of the required three-month notice period for such staff members, which must be served in full prior to the mutually agreed separation date.

Step 9: Notice Period

21. Staff members will be required to serve the notice periods as follows:
- a. Career appointments (permanent, continuing or indefinite): three months;
 - b. Fixed-term appointments (without limitation): a minimum 30 calendar days or as otherwise stipulated in the staff member's letter of appointment.

Step 10: Submission to DMSPC (by no later than cob 14 November 2025)

22. An electronic list of the staff members (with index number and name) for whom the agreements have been signed should be furnished to the Office of Programme Planning, Finance and Budget (controller@un.org) by Friday 14 November 2025.

V. Inquiries

23. Staff members should address any questions regarding the early separation programme to their Executive Office or local Human Resources Office as Tier 1.
24. Executive Offices and local Human Resources Offices may reach out to the Human Resources Services Division (HRSD) in the Department of Operational Support (DOS) as Tier 2 for operational guidance, advice and support (DOS-HR-Advice dos-hr-advice@un.org), which may in turn reach out to OHR Policy as Tier 3, should further policy support and authoritative policy interpretation be needed (DMSPC-OHR-GSPD-Policy Support ohr-policysupport@un.org).

Annex I - Policy framework for agreed termination

1. An “agreed termination” is a form of separation from service mutually agreed upon by the staff member and the Organization, pursuant to Staff Regulation 9.3 and Staff Rule 9.6.
2. Agreed terminations are not a routine occurrence. They should be strictly limited and should only be considered in the overall interest of the good administration of the Organization and in accordance with the standards of the UN Charter.

Termination indemnity

3. The applicable termination indemnity is set out in Annex III of the Staff Regulations and Rules:

Completed years of service	Months of gross salary, less staff assessment, where applicable		
	Temporary appointments exceeding six months	Fixed term appointments	Continuing appointments
Less than 1	One week for each month of	One week for each month of	Not applicable
1	uncompleted service subject to a minimum	uncompleted service subject to a	Not applicable
2	of six weeks' and a maximum of three months' indemnity pay	minimum of six weeks' and a maximum of three months' indemnity pay	3
3			3
4			4
5			5
6		3	6
7		5	7
8		7	8
9	Not applicable	9	9
10		9.5	9.5
11		10	10
12		10.5	10.5
13		11	11
14		11.5	11.5
15 or more		12	12

4. Other benefits and allowances such as repatriation grant and commutation of accrued leave up to 60 days, as applicable, will be payable in accordance with the applicable Staff Regulations and Rules.
5. Staff will be considered to have separated, except for pension purposes as applicable as of the date on which they cease to perform official duties. As of that date, their visa status will be subject to the host country agreement with the United Nations. (e.g. In the United States, staff members on G-4 visa have 30 calendar 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](#)).

United Nations Joint Staff Pension Fund

6. The amounts of termination indemnity and separation payments are in addition to any pension benefits due to a staff member after cessation of participation in the Pension Fund in accordance with its regulations.³

Notice of termination

7. Payment in lieu of notice will not be offered. Staff members will be required to serve their notice period of one or three months as applicable prior to the effective date of separation.
8. Pursuant to staff rule 9.7 (a), a staff member whose appointment is to be terminated shall be given written notice in accordance with the notice periods indicated below:

<i>Type of appointment</i>	<i>Notice period for termination</i>
Permanent and continuing ⁴	At least three months
Fixed term	At least 60 calendar days

9. Notwithstanding the notice periods set forth in the table above, in the case of a staff member holding a fixed-term appointment, the applicable notice period shall be the notice period stipulated in the staff member's letter of appointment.

Period of ineligibility for re-employment with the UN Secretariat and other organizations of the UN common system

10. Staff separated under the Early Separation programme will be subject to the clause applicable to agreed termination, i.e. they will be precluded from employment as a staff member, engagement as a consultant or individual contractor, or engagement in any other capacity in any Organization participating in the United Nations common system of salaries and allowances for a period corresponding to the months of termination indemnity paid.

³ www.unjspf.org

⁴ Also applies to Indefinite appointments.

Annex II (please submit using attached spreadsheet without altering any of the columns, to facilitate consolidation)



2025 - Early separation programme	
Dept / Office/Mission):	Choose Department/ Office/ Mission)
Date of submission to OHR	21-Jul-25
Please send your request to:	oasg-ohr@un.org
Name of focal point in Dept/Office/Mission	

No.	Index No.	Given Names	Family Name	Date of Birth	Nationality	Type of Appt.	Appointment Limitations (Yes/No)	Functional Title	Category	Step	Latest EOD UN Secretariat	Age as of 31 Decem. 2025	Mandatory age of Separation Date	Normal retirement age date under UNJSPF	Post No.	Post Funding Source	Completed years of full-time service for calculation of termination indemnity	Months of termination indemnity applicable (as per Annex III to the Staff Regulations	Estimated cost of termination indemnity	Estimated cost of staff assessment	Rational for the order of priority
1.																					
2.																					
3.																					
4.																					
5.																					
6.																					
7.																					
8.																					
9.																					
10.																					