

SEPARATION FROM SERVICE

General Procedures

HIGHLIGHTS

- “Separation from service” refers to all the administrative steps required when a staff member ceases to be employed by the Organization.
- The steps listed in the “General procedure” below have to be taken in all cases, except when specifically excluded, regardless of the grounds for separation, which may be:
 - expiration of appointment;
 - resignation;
 - retirement;
 - abandonment of post;
 - death;
 - termination of appointment in cases of:
 - abolition of posts or reduction of staff
 - unsatisfactory service
 - health reasons
 - in the interest of the Organization (including agreed termination)
 - separation on disciplinary grounds, including summary dismissal.
- There may be additional steps required, depending on the ground for separation. Guidelines have been posted to indicate any additional steps for some of those grounds.
- Timely completion of all steps by the responsible officer is essential for prompt settlement of final emoluments, and payment of pension benefits for retiring staff members.
- Different procedures may be applied for separation of mission staff administered by FALD, to take into account the special requirements of a mission environment.

GENERAL PROCEDURES

- ☞ **At Headquarters, the Executive or Administrative Office is responsible for a number of steps, OHRM for others, as indicated in the text below.**
- ☞ **At Offices away from Headquarters, all the steps are taken by the local Personnel Office.**
- ☞ **At established and special missions, FALD/DPKO and/or the local Personnel Office is responsible for the steps indicated in the text below.**

Executive/Administrative Office

2 months before date of anticipated separation, or as far in advance as possible in other cases (not applicable to separation in cases of death)

- **Alerts OHRM** of staff member's separation (through e-mail).
- **Advises staff member** in writing of entitlements upon separation and administrative formalities to be completed.
- **Performance Appraisal System** (except for separation on disciplinary grounds)
 - Reminds staff member and supervisor of the need to complete PAS for the last period of service;
 - If staff member is a supervisor, reminds staff member (well in advance of the date of separation) that he/she must complete PAS for the supervised staff, and that failure to do so in a timely manner will result in delays affecting receipt of final payment and pension benefits.

During the last month before separation, reviews and determines:

- **Attendance**
 - confirms date of separation from service and last working day;
 - updates attendance records and annual leave balance;
 - to facilitate separation and hand-over, staff members are normally expected not to take annual leave during the last five working days. This may be waived by the Executive Officer.
- **Commutation of accrued annual leave**
 - computes accrued annual leave not utilized before the last working day, which may be paid with the final emoluments, up to a set **maximum**:
 - **60 days** for staff under the 100 series of the Staff Rules and staff with more than two years of service under the 200 series **[abolished]**;
 - **45 days** for staff with two years of service or less under the 200 series **[abolished]**;
 - **15 days** for staff on an appointment of limited duration (ALD) under the 300 series;
 - **18 days** for staff member holding a temporary appointment;
 - **60 days** for all other staff appointed under the new Staff Rules.
 - **WARNING:**
 - For staff members who separate after reappointment under the 100 series within 12 months of a prior separation, any payment on account of commutation of annual leave shall be adjusted so that the number of days of salary to be paid at the time of separation when added to the number of days paid for prior periods of service, does not exceed the total number of days that would have been paid had the service been continuous (staff rule **104.3 (b)**) **[sr 4.17]**;

- For staff members on part-time employment , the maximum number of days that can be paid is reduced in the same proportion as their part-time employment bears to full employment.
 - requests staff member to review updated attendance record and annual leave balance, and to sign and return it.
- **Outstanding claims**
 - Determines whether the staff member has any claims for payment of DSA or MSA and reminds staff member that any outstanding claim should be submitted prior to separation;
 - Draws attention to staff rule **103.15 [sr 3.16]** or **212.5 [abolished]** concerning retroactivity of payments.
- **Outstanding obligations**
 - Reminds staff member that outstanding amounts should be settled prior to separation e.g. salary advances, telephone bills, loans from UN Credit Union or UN Benevolent Fund, among others.
 - Informs staff member that any amount not previously cleared will be deducted from final emoluments.
- **Exit Questionnaire**
 - advises staff member on how to complete the exit questionnaire.
 - explains that final clearance requires completion of the questionnaire by the staff member.
- **Visas**
 - Advises staff member of host country requirements when a staff member separates;
 - In New York, advises staff member that his/her G-4 visa, the G-4 visa of dependant family members, and the G-5 visa of any household employee must be cancelled according to the cancellation procedures ([ST/AI/2000/19](#) and [ST/IC/2001/27](#)).
- **Medical Insurance/ASHI and Life Insurance ASLI**
 - Advises staff member on conditions for participation in after-service health insurance (ASHI) and Life Insurance (ASLI).
 - In New York, refers staff member to the Insurance, Claims and Compensation Section, for determination as to conditions for participation in ASHI and ASLI are met, and amount of monthly premium.
- **Exit interview (Form P.18 on G4/G5 visa and departure plans)**
 - Ensures that staff member completes all information on Form **P.18** and signs form;
 - Obtains mailing address after separation.
- **Pension Fund**

For staff participating in Pension Fund: request staff member to complete, sign, date and return Pension Fund form **PENS. E.6** or **PENS. E.7** "Instructions for Payment of Benefits"

- **UN property/documents**
 - reminds staff member to return UN property (uniforms, weapons, computers, library books);
 - requests return of UN identity card/ID pass, and laissez-passer;
 - issues retirement pass request for retiring staff members.
- **For internationally-recruited staff, confirm entitlement to:**
 - Repatriation travel for staff member and officially recognized dependants;
 - Shipment of personal effects/removal of household goods and excess baggage;
 - Insurance of personal effects;
 - Repatriation grant .
- **Payment instructions**
 - Requests staff member to provide **banking instructions** for UN final payment , if different from prior instructions.
 - Informs payroll of outstanding obligations (e.g., salary advances, telephone/fax bills, etc.) that have not yet been cleared, for recovery.
 - Forwards Pension Fund forms to Pension fund.
 - Raises disengagement PA and/or separation/termination PA.
 - On staff members's request, issues certificate of service (Form **P.50**)

At offices where IMIS Release 4 (Payroll) has been implemented:

☞ **Disengagement PA (not mandatory). It allows:**

1. The staff member to have the status of a former staff member;
2. The post to become available for further incumbency;
3. Last month salary to be paid quickly without having to confirm and approve all details regarding the separation of a staff member.

☞ **Separation/Termination PA: not only will it formalize separation of a staff member from the UN, but also it will allow the following Final Pay disbursements to be made:**

1. Last month salary (if disengagement PA was not raised).
2. Time and attendance (OT, CTO, Night Differential and Annual leave balance).

At offices where IMIS Release 4 has not yet been implemented:

- Raise Form **P.35** (Personnel/Payroll Clearance Action)

- Ensures that all forms and documents are forwarded to OHRM (at Headquarters) to be placed on Official Status file, including attendance card signed by staff member.
- At staff member's request, transmits to Payroll requests for advance up to maximum 80% of final emoluments (i.e. outstanding salary and amount in commutation of accrued annual leave, termination indemnities, repatriation grant accrued before July 1979) less any monies still to be recovered from staff member .

OHRM

- **As soon as EO/AO informs of staff member's separation** , requests clearance from ALU to ensure separating staff has no disciplinary case pending (Headquarters only).
- **Dependency Status**
 - reviews status; if necessary requests staff member to provide supporting documentation (e.g. statement of earnings of dependent spouse, certificate of school attendance of dependent children 18-21 years of age);
 - raises PA for any necessary adjustments.
- **Outstanding claim to education grant and rental subsidy**
 - reviews status of these entitlements and reminds staff member of requirement to submit any outstanding claim prior to separation.;
 - draws attention to staff rule **103.15 [sr 3.16]** or **212.5 [abolished]** concerning retroactivity of payments.
- **Repatriation grant**
 - Calculates the years and months for repatriation grant accrual (only whole months count).
- **Separation PA**
 - reviews and approves separation PA
 - forwards PA to Payroll for final pay
- At staff member's request, issues certificate of service relating to his/her duties and length of service.

☞ **Deductions from final entitlements may be authorized to pay a staff member's legally established third party indebtedness, including to dependent, former or estranged spouses and entitled children in regard to repatriation travel and grant payments (see deductions from final payment).**

☞ **When a revision of salary scale is issued with retroactive effect, a separated staff member who would have received an increase in salary had the revised scale been issued in time, should submit a claim to his/her Executive/ Administrative Officer or Local Personnel Officer for payment.**