PREPARING YOUR SEPARATION

Administrative Formalities

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Agenda

- Retirement age
- Roles and check-out activities
- International entitlements
- Final payments
- Re-employment of retirees
- Separation resources

Age Requirements for Pension Benefits

Your **age +** the **year** you joined the organization are important factors in determining **your eligibility for pension benefits**:

Normal Retirement Age (NRA)

- Age **60** - entry into the Fund was **before 1 Jan 1990**
- Age **62** - entry into the Fund was **on or after 1 Jan 1990**
- Age **65** - entry into the Fund was **on or after 1 January 2014**



Early Retirement Age

- Age **55** - entry into the Fund was **before 1 Jan 2014**
- Age **58** - entry into the Fund was **on or after 1 Jan 2014**

Deferred Retirement Age

- You leave the Organization **before 55** and decide to leave your money in the Pension Fund until 55 or your normal retirement age

Separation Process: Who does What?

Staff Member

- Notify HR/admin focal point of retirement
- Complete all check out activities
- Request Retiree ID

Executive Office/ Admin Focal Point

- Confirm separation to HR Partner
- Finalize and submit departmental clearances
- Request Letter of Appreciation (20+ years)

Time Manager/ Supervisor

- Approve Time & Attendance
- Finalize Performance appraisal

HR Partner

- Launch separation clearances
- Determine entitlements
- Process Separation actions
- Process travel/shipment
- Approve Retiree ID
- Prepare employment certificate upon request
- Process Repatriation Grant
- Update official status file

Clearing Offices

- Clear the item under their responsibility

Travel & Shipment

- Approve travel & shipment requests
- Approve insurance

Payroll

- Review SM payment history
- Advise HR of corrective action
- Approve and release final pay
- Submit PF4 form to Pension Fund

Pension Fund

- Process pension benefits

Suggested timeline: https://hr.un.org/page/leaving-un

Timely completion of all steps ensures prompt settlement of final emoluments, and payment of pension benefits.

Separation Checklist for Staff

1. Notification & Initial Steps
- ❑ Submit retirement or resignation notification to HR/Admin Focal Point, confirming last working day.
- ❑ Schedule an offboarding meeting.
- ❑ Request Letter of Appreciation (if 20+ years of service).
- ❑ Request employment certificate (if needed).

2. Benefits & Entitlements
- ❑ Verify/update personal data (mailing address, personal email, emergency contact, etc.)
- ❑ Verify/update beneficiary
- ❑ Review entitlements with HR (annual leave, repatriation grant, shipment, etc.).
- ❑ Submit travel/shipment requests (if applicable). Provide forwarding address
- ❑ Request Retiree ID card

3. Time & Performance Management
- ❑ Ensure Time & Attendance records are up to date, including days of leave you intend to use before separation.
- ❑ Complete self-evaluation in ePerformance.
- ❑ Meet supervisor to finalize performance appraisal and coordinate handover plan.

4. Clearance Activities
- ❑ Return official documents, access passes, or UN property in your possession (IT equipment, UNLP, library items, etc.).
- ❑ Clear outstanding financial obligations (e.g., travel advances, loans, tax advances, telephone bills, etc.)
- ❑ Submit any pending claims (allowances, education grant, rental subsidy, etc.).
- ❑ Ensure personal files and emails are backed up (if permitted).

5. Health Insurance
- ❑ Schedule an exit medical examination (optional)
- ❑ Contact your UN Health Insurance Office for ASHI/ASLI eligibility/options

6. Final Pay & Pension
- ❑ Provide/confirm bank details for final payments
- ❑ Register to UNJSPF website to have access to your personal pension fund documents
- ❑ Schedule a meeting with UNJSPF to discuss your pension options and other benefits
- ❑ Fill out and submit pension required documents

Please note that the list is not exhaustive; your Office may have other or additional check-out activities

Returning UN Property



WORK PERMIT



MEDICAL INSURANCE CARD



LAISSEZ-PASSER (UNLP)



OFFICE/ ELECTRONIC EQUIPMENT



CAR STICKER, ID CARD



CAR PLATES / PETROL CARD



LIBRARY MATERIAL



ARCHIVES/FILES



ALL OFFICE KEYS

Please note that the list is not exhaustive, and your Office may have other or additional check-out activities

International Entitlements: Travel & Shipment

For internationally recruited staff:

- Authorization for travel to the **place of recruitment or home leave** (ticket issued only, no lump-sum option);
- Payment of **travel time** (upon separation);
- Authorization for **shipment** (can be organized and paid by the UN or payment of relocation grant);
- **Insurance** of personal effects.

To allow timely issuance of the necessary authorizations the staff member needs to inform the responsible HR officer of the travel/removal plans at least 21 days in advance.

Submission of Expense Report (Travel Claim) is required (within 14 calendar days).

Entitlement to travel, unaccompanied shipment/ relocation shipment ceases if not yet exercised within two years after separation date.

International Entitlements: Repatriation Grant

Repatriation Grant may be payable upon separation of internationally-recruited staff who:

- The Organization is obligated to repatriate after at least **five years of qualifying service**;
- Resides **outside his or her home country** and country of nationality while serving at the last duty station;
- Is repatriated to a country **outside the country of last duty station**;
- Has not been dismissed or separated from service for **abandonment of post**;
- Provides **documentary evidence of relocation** outside of the country of the last duty station.(i.e., original sworn statement made before a Notary Public, Commissioner of Oaths or similar official).

Entitlement to repatriation grant ceases if not claimed within two years after separation date. (Exception if spouse is employed by the UN).

Final Payments

- The **final payment**, including last salary, will normally be released within one month after the separation personnel action is processed by the HR Partner.
- Final payments and separation personnel action cannot be approved until **all clearances** have been obtained.
- Repatriation grant will be paid upon receipt of a documentary **proof of relocation**.
- Payment of your **pension benefits** are made separately, once the final pay is disbursed by the Payroll Unit.



The responsible payroll office cannot send your separation notification to the Pension Fund Office until all the formalities mentioned herewith have been completed and processed.

Re-Employment of Retirees

- **Reemployment**:
  - 90-day break for staff contracts;
  - 30-day break for consultants/individual contractors' assignments
- **For staff**, no re-employment at a level higher than that at which staff member separated
- **For consultants**, level of remuneration depends on the nature of assignment
- If in receipt of a **pension benefit** from UNJSPF the following limitations apply:
  - Max **US$22,000** or **6 months** cumulative per calendar year;
  - Language staff: **max 125 days** actually worked per calendar year
- For staff appointments of **more than 6 months**, pension contribution to UNJSPF will resume



Separation Resources



- **Separation Support Hub**

Provides a range of resources designed to assist you in navigating your separation from UN Geneva.

- **Leaving UN Geneva**

UNOG HRMS iSeek page covering general information on offboarding, including different types of separation, as well as separation entitlements, separation process and other important matters to be aware of prior to leaving the Organization.

- **HR Exit Clearance**

Forms, checklists and policies relevant for the separation process

- **UN Policy Portal**

Contains all the rules and regulations governing separations from service

- **Health Insurance**

Contains details on the eligibility and administrative procedures related to the After Service Health Insurance (ASHI) coverage

- **UN Joint Staff Pension Fund**

Information related to separation (retiring or separation from service, including benefits options, estimates, forms and other resources



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Thank you

Merci

Спасибо

¡Gracias!