

List of the questions on Separation: Administrative Formalities (HR) & Legitimation Card:

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CDL

1. Are we tax liable in Switzerland during the grace period when we still have Carte de Légitimation (CdL)?

Yes, you are tax liable as of the separation date.

2. My husband will keep working at the UN after my retirement. How can I proceed to get a carte de legitimation as a spouse?

After separation, you will be eligible for a carte de legitimation as dependent.

3. Swiss mission changed my name in Carte de Légitimation from Päivi Lähdesmäki to Päivi Laehdesmaeki refusing to correct. UNJPF name is Päivi Lähdesmäki, advice?

The name mentioned on the CDL must be the same reflected on the national passport.

4. Whether courtesy CDL allows you to travel out of Switzerland and the Schengen area?

Yes, you may travel within Schengen area during the courtesy period.

5. If we receive a package of 12 months or a bridge when do we send back the CDL?

The CDL must be returned the last day of duty, in this case 12 months before the retirement age.

6. If I work after my retirement, do I need a CDL?

You will be granted a temporary CDL with the same validity of the temporary contract.

7. What qualifies for a 3-month courtesy period?

Leaving the organization at retirement age.

8. Once I travel back home with my CDL - how do I then return it, by DHL or can it be delivered to another UN OAH?

The CDL may be returned by DHL or any other way through UN or even by regular post.

9. If I am leaving before my full retirement date, in which case the CDL is still valid, do I still need to apply for a courtesy period for the CDL?

Yes, your current CDL must be changed by a courtesy period CDL valid through the end of the courtesy period only.

10. Is there a courtesy period for the CDL of type S?

No, Swiss nationals do not need a CDL to remain in Switzerland.

11. Can family members holding Ci apply for CDL for the courtesy period along with retiring staff member holding C type CDL?

They must request for the equivalent of a courtesy period from the OCPM, they cannot be granted a CDL.

12. Est-ce que j'aurais droit au permis C sachant que ma femme est Suisse?

Le type de Permis sera déterminé par l'OCPM

13. Does the return date of the CDL influence the final pay or pension processing?

As the separation must be cleared for the CDL, a delay in returning the CDL has an impact on the final pay.

14. Can you please provide a link to the new rules from 15 Dec 2021 on obtaining a permis B or C?

Kindly contact the OCPM as this is not an update on the Swiss Mission guidelines.

15. Toutes ces Cartes ne concernent donc que l'Europe ?

La carte de légitimation est valable en Suisse uniquement et permet de voyager dans l'espace Schengen sans visa.

16. How long in advance can you apply for a C permit?

On the 1st day of the courtesy period at the earliest. You cannot apply for a Swiss Permit while still working with UN.

17. My normal retiring age is 62 and I am retiring at age 64. In my case is the courtesy period 2 months or 3 months?

You may be granted a courtesy period of three months upon your request.

18. Is the grace period for CDL applied to the family members as well or only for the retired UN person?

The grace period is applicable for family members, they receive CDLs with the same validity as the staff.

19. How to apply for a C permit? Through what channel - electronically - please provide the link or by post? And check the list for it?

Please contact the Office Cantonal de la Population et Migrations (OCPM)

20. For EU citizens, is it possible to move from France to live in Switzerland after retirement? Which permit would be granted?

It is not possible to move from France to Switzerland after retirement as you will not be granted a Swiss Permit. You are no longer working in Switzerland.

21. Avec le permis C suisse, le retraité sera autorisé à passer plus de 6 mois en dans un pays asiatique?

Avec un Permis Suisse, il faut passer plus de 180 jours par année en Suisse. Donc, il faudrait passer moins de six mois à l'étranger

22. If staff NRA is 62 with valid CDL till 65. Staff retires at 63 valid CDL for 2 more years. Staff wants to stay in Switzerland. Can keep CDL till granted residence?

It is not possible to keep a CDL if you are no longer a staff member. The validity of a CDL must be covered by a contract with UN.

23. I am with Swiss nationality retiring at 62. Am I entitled to the grace period of 3 months? Thanks.

No, Swiss nationals do not need a CDL to remain in Switzerland

24. My spouse is a Swiss citizen. Will I get a resident permit after retirement? Thanks

You will receive a Swiss Permit after retirement.

25. Marie à un fonctionnaire international, je prends ma retraite maintenant. Puis-je bénéficier d'une carte de légitimation et devenir personne à charge?

Oui absolument, vous pouvez être mise au bénéfice d'une carte de légitimation en tant qu'épouse jusqu'à la date de départ à la retraite de votre époux. En revanche, vous ne pouvez pas être reconnue à sa charge.

PENSION RELATED

1. If you left the organization and then came back, is your age of joining counted from the original time of joining or from the new time of joining?

The normal and early retirement age of a Fund participant is based on the date of entry under the pension number.

If a participant left, elected and paid a benefit who once again re-enters, it will be under a new pension number. The new pension number will follow the new date of entry into the Fund.

There are several conditions when a participant has to start under a new pension number they are as follows:

When a participant gets paid under the previous number and rejoins the Fund, participant will be given a new pension number and date of entry will be based on the new re-entry based on eligibility requirements of the Fund.

When a participant has exceeded 36 months break-in-service even if he/she was not paid then re-enters the Fund after, participant will be assigned a new pension number and date of entry will be based on the new re-entry based on eligibility requirements of the Fund.

However, if participant had a break-in-service of less than 36 months and no benefit paid then participant re-enters the Fund, then participation will continue.

2. If you decide to extend your retirement to 65 how would that affect your pension? If you retire before 65 can you still take out lump sum or the entire pension?

The normal and early retirement age of UNJSPF is based on the date of entry of the participant NOT the mandatory age of separation of 65. If a participant has reached the normal retirement they will be able to get the maximum benefit possible without reduction factor. Under article 28 normal retirement, participant has option to take lump sum with reduced periodic benefit.

If a participant opts to extend beyond normal retirement age and stay on until age 65, the following are possible pension benefits:

Longer contributory service

Higher contributions and interest

If participant still gets a promotion or increment during the extension then it will improve the FAR (used in calculating pension).

At the end of the day longer contributory service and higher PR rates will have a positive impact to pension.

A participant who has reached normal retirement age and vested with 5 years or more CANNOT take the entire pension through article 31 Withdrawal Settlement.

A participant can only elect Art 31 withdrawal settlement (one-time payment) based on the following:

Any age if participant is not vested (less than 5 years of contributory service).

Less than normal retirement age and vested (5 years or more of contributory service).

3. There seems to be delays in receiving pension monthly payments previously. Can we be assured of getting it in a timely manner?

The Fund has been averaging over 90% of cases processed within 15 business days as long as we receive all the separation documents from the Member Organization and participant.

Please note that the Fund will only start the process once the separation pa, separation notification, payment instructions and legal documents have been received.

4. If I joined after 1990, can I retire at 65?

If you joined after 1990 and before 2014 then your normal retirement age is 62 for UNJSPF. However, you may stay on until the organization's mandatory retirement age of 65.

HEALTH INSURANCE AND ASHI

5. What is the UN After Health Insurance Plan?

It is exactly the same plan as for active staff. The health care cover automatically ends at the end of the contract. If the staff member meets requirement (e.g. at least 10 years of contribution, ...) then the staff member can apply for ASHI cover within 30 days of separation.

6. Can staff not in the UN insurance plan be allowed to join?

Only staff eligible for ASHI are allowed to join.

7. Est-ce qu'après 15 années au sein de l'organisation, l'assurance maladie est à 100%?

Non, les conditions de couverture restent les mêmes.

8. What is the cost of ASHI?

The contribution is calculated on the basis of a pension corresponding to at least 20 year's service for staff members recruited before 1 July 2007 and 25 years service for staff members recruited on the 1 July 2007 or thereafter. The rate is the same as active staff: 3,4% for retired member only, 4,4 % for retired member with one dependent, 4,8% for retired member with more than one dependent.

Disclaimer: The answers provided below are based on the administrative instructions, rules and regulations applicable to UNS staff and staff of organizations applying UN staff rules & regulations. For any other organizations, please contact your HR focal point, as relevant rules, regulations, procedures may differ.

GENERAL CLEARANCES

9. Are all the clearances done online?

If your contract is administered by UNOG HRMS, the separation clearance is an online process, however, you will still need to physically return UN property, as well as your CDL, badge, etc.

10. After starting the separation process, can I change the date of separation (if I change my mind or any issue happened)?

You may change the separation date only if agreed with your office and if your separation date is not the same as your mandatory age of retirement.

11. I work with UNEP here in Geneva (UNON administration - salary payment). Any need linkages/administrative retirement formalities we need to do with UNOG?

UNEP Geneva staff are administered by UNON HR – please follow their instructions regarding the separation process.

12. You mentioned this info relates to UN Secretariat. Does that include WHO staff separation?

No, WHO staff should contract WHO Human Resources directly for their separation.

13. Where in the system do I update personal data? Umoja?

Yes, if you are using Umoja, you can update your personal information in Umoja Employee Self-Service (ESS). Some forms will need to be filled out outside Umoja.

14. Provide payment instructions means filling E7 and sending it to UNJSPF? How early before retirement date?

Payment instructions forms are part of the separation package that HR will share with you. They will be sent to UNJSPF after the separation from the UN is finalized.

15. Can you explain how it happens at the time of retirement to finalize the situation regarding the dependency allowance spouse?

You will need to finalize your annual declaration in Umoja, and fill out the P.84 (Questionnaire on dependency benefits).

16. For those taking SLWOP for one year, when does the process begin for separation procedures, pension fund, and insurance? At the beginning or end of SLWOP?

Clearances are done before the start of the special leave without pay (i.e. return of badge, equipment, etc.), however, the final separation will not be done until the last day of contract. You may need to contact the pension fund and health insurance before your SLWOP if you intend to continue to contribute during your SLWOP.

17. Can someone help us to do the required paperwork in case we are stuck?

The HR Partner in charge of your separation can explain the process including how to fill out the forms.

18. Is it possible to give an example of someone retiring on 1st December 2023?

Please contact your HR partner or the Client Service Centre for any questions you may have.

19. My end date is 30/06/24. When can I start separation procedures? I want to record a permanent address to the home duty station and change tax residence before that.

We usually recommend to start preparing for the separation at least 3 months before the separation date.

20. To plan retirement, we would need to know 6-12 months ahead of time if we are allowed to stay to reside in Switzerland or not. Will they advise early?

You need to contact the office cantonal de la population to inquire about the resident permit in Switzerland.

21. What is the process for someone whose contract has been extended beyond the normal retirement age?

The separation procedures and formalities are the same, regardless whether the separation is for early retirement, normal retirement or after the normal retirement age.

22. The information on the separation procedures is not readily available.

Please contact your HR Partner or the UNOG Client Support Centre if you are a staff member administered by UNOG HRMS.

23. I will retire on 31 January, the Epas period will finish on 31 March. Shall I nevertheless evaluate my staff on 31 January?

You are advised to make arrangements for another FRO to take over the performance evaluation for the staff under your supervision after you retire.

24. My mandatory retirement age is 65, but my contract has been exceptionally extended to age 68. Do I or HR initiate the process at the end of my contract?

Your office will confirm your separation to HR closer to the new separation date. The separation clearances will be initiated at that point. You may also contact your HR Partner or the UNOG Client Support Centre if you have any questions on the process.

25. If I want to retire a few months after my NRA of 62 instead of the MRA of 65, do I need to inform HR or I just inform 4 months before the date I wish to retire?

You will need to inform your office and HR of your wish to retire before your mandatory age of separation, by giving appropriate notice (at least one month if you have a fixed-term contract and at least 3 months before, if you have a continuing or permanent appointment).

26. If retirement date is in April, will the organization cover education grant until the end of the school year (June) or is reimbursement pro-rated?

If the period of service before separation covers less than two thirds of the academic year, then the amount of the education grant and related benefits will be prorated on the basis of the period of eligible service compared to the full academic year (see Section 6 of ST/AI/2018/1/rev.1).

27. Can the staff member who is applying to stay on in Switzerland be repatriated with all the benefits during the grace period on the CDL and return on their own?

You may claim repatriation travel up to two years after your separation. Please note that if you have permanent residence status in Switzerland, you are no longer eligible to be repatriated by the organization.

28. One is separating on 1st March 2024. Does that mean that the person will receive his February salary at the end of March 2024?

Depending on your particular situation (if any outstanding obligations need to be settled, etc.), it is possible that your last salary is not paid on the usual pay date, but released with the final payments usually at the end of the month following your separation.

ANNUAL LEAVE

29. Is balance leave, up to 60 days, included in the final payment? Or when is it paid?

Yes, compensation of the annual leave balance is included in the separation payment.

30. Am I right that a G staff who has worked 22 years without a break can be paid up to 60 days holiday when retired?

According to staff rule 9.10 (ST/ SGB 2023/1), staff members holding a fixed term, continuing or permanent appointment can have up to a maximum of 60 annual leave days paid.

31. What is the calculation for the payment of the annual leave (up to 60 days), please?

Thank you.

According to staff rule 9.10 (ST/ SGB 2023/1), the payment of accrued annual leave is as follows:

- Professional and higher categories: Gross salary less staff assessment plus post adjustment
- General Service and related categories: Gross salary less staff assessment plus language allowance, if any.

INTERNATIONAL ENTITLEMENTS

32. If staying in Switzerland for the first few years of retirement and then later moving back to the home country, do we still receive repatriation grant, travel, etc.?

According to staff rule 9.12 (h) (ST/ SGB 2023/1), eligible staff members can submit a claim for repatriation grant within two years from the effective date of separation: if the claim is submitted after two years, then the entitlement ceases.

If both spouses are staff members, the claim can be submitted within two years of the date of separation of the spouse.

According to staff rule 7.2 (d iv) (ST/ SGB 2023/1), entitlement to return travel (for eligible staff members) ceases if not exercised within two years of the date of separation, or if both spouses are staff members, within two years of the date of separation of the staff member's spouse, whichever is later.

33. Is it possible to obtain information on travel and shipment well in advance (i.e., now?) - so as to plan accordingly?

We suggest contacting the client support centre <https://csc.unog.ch/> to obtain information on travel and shipment entitlements.

34. Do we have the right for insurance effects if relocation grant shipment?

If the staff member opts for the relocation grant in lieu of the relocation shipment or unaccompanied shipment, then the staff member is responsible for shipping their personal effects and shipment insurance.

35. What is the period during which the shipment can be done (before/after separation)?

We suggest contacting the travel unit via client support centre <https://csc.unog.ch/> to discuss shipment options.

REPATRIATION GRANT

36. What are the conditions for repatriation?

Please refer to page 9 of the presentation "Separation: administrative formalities".

37. What should a declaration of repatriation contain? Is there a specimen available? Would a residence certificate from Maire be accepted in lieu?

According to ST/AI/2016/2, the statement shall include the country and place of relocation, date of relocation, address, and telephone number of the former staff member in the country of relocation. The statement made by the staff member shall also indicate that the relocation is not temporary in nature. For staff members administered by UNOG, a template is included in the separation package.

A residence certificate may be accepted provided that includes the above information.

38. For the repatriation grant at the dependent rate, does it matter if I have a dependent spouse? Or just a spouse?

No, the spouse does not have to be a dependent. To note that if both spouses are staff members and they are eligible to receive the repatriation grant, the payment will be made to each at the rate for a staff member with neither a spouse nor a dependent child at the time of separation. In case of dependent children, please refer to paragraph 5.3 ST/AI/2016/2.

39. I am an American and French dual citizen, my UN nationality is American, however, I live in France. I am a P staff. Will I be eligible for the repatriation grant?

Please refer to page 9 of the presentation "Separation: administrative formalities".

40. What document do we need to prove the return to the home of resident to receive the Repatriation Grant? For example, in Egypt, there is no such document.

Eligible staff members need to submit documentary evidence of the relocation, and this is normally satisfied by submission of a sworn statement made before a Notary Public, Commissioner of Oaths or similar official in the country of relocation.

41. I hope to stay in Switzerland but have another house in my home country where I will want to move some personal effects. Are repatriation benefits available?

To be eligible for repatriation grant, you must meet several requirements (please refer to page 9 of the presentation "Separation: administrative formalities").

42. How much is the repatriation grant?

The amount depends on family status and length of qualifying and continuous service.

43. For repatriation grant: can one present themselves and sign the documents at another OHA e.g. UNOV or UNON?

The question is not clear. Eligible staff members need to submit documentary evidence of the relocation, and this is normally satisfied by submission of a sworn statement made before a Notary Public, Commissioner of Oaths or similar official in the country of relocation.

44. What if a staff member relocates to the home country, gets the repatriation grant and after a few years changes to another country including the country of duty station?

According to paragraph 5.3 ST/AI/2016/2, the amount of the repatriation grant is adjusted only when staff members are reappointed by any UNCS organization within 12 months of separation.

45. Can a stamp on the Passport be considered as proof to receive the Repat. Grant?

No, it cannot.

46. I am international staff separating from UN service soon. My wife will remain as UN local hire. If she leaves in the next 2 years, can I apply for repatriation?

If you are an eligible staff member, you can claim the repatriation grant within two years of the separation of your spouse. We recommend informing your EO/AO HRP of your choice.

47. What is the repatriation grant vs relocation grant?

Repatriation grant is a lump sum that is paid following separation of eligible staff members (please refer to page 9 of the presentation "Separation: administrative formalities"). The purpose of the grant is to facilitate the resettling of the staff member in a country different from that of the last duty station, following the separation.

The relocation grant is a lump sum payment for which eligible staff members can opt as an alternate to the unaccompanied shipment of relocation shipment. The purpose of the grant is to provide a reasonable amount of cash to cover costs incurred in shipping personal effects and household goods. It can be made available following a travel paid by the Organization and once the staff member reaches the location.

48. Please clarify that relocation grant is a separate entitlement than repatriation grant. Not sure I understand the difference.

Please see the answer above.

49. Repatriation grant is when going to the HOME COUNTRY or to "any place 50 miles away from the last duty station"?

On separation from service, the UN will pay travel expenses to the place of home leave or to the place of recruitment, however, staff members can request to travel to another place up to cost to either the place of home leave or place of recruitment. Repatriation grant is disbursed upon proof of repatriation outside the country of the last duty station.

50. Repatriation grant: For calculating years of qualifying service - do they include years worked for several UN agencies if without a break between contracts?

Qualifying service is calculated as continuing service, including years of service with different UN Common System entities, provided there was no separation between the different appointments.

EMPLOYMENT OF A RETIREE

51. What is the difference between working after retirement (22,000 USD or no more than 6 months)? Can I make more than 22,000 if I work less than 6 months?

Former staff in receipt of pension fund cannot earn more than 22,000 USD per calendar year. Their cumulative period of service shall not exceed six month per calendar year (see Section 6 of ST/AI/2003/8). Language services staff may not be re-employed more than 125 days actually worked during a calendar year.

52. What are the restrictions of being reemployed on a non-staff contract (e.g. ICS)?

A break of at least one month is required before re-employment on a consultant/individual contractor (CIC) contract. Former staff in receipt of pension fund cannot earn more than 22,000 USD as CIC and cannot work more than 6 months cumulatively per calendar year (see section 3.7 of ST/AI/2013/4 for more details).

53. Is there a limit to the amount that can be earned, p.a., if in receipt of UNJSPF pension, outside of the UN system, i.e. work in Geneva, after early retirement?

No, there is no limit for earnings outside the UN Common system. However, HR will be checking to not exceed full-time employment (between UN and non-UN employment).

54. What do you mean with "Language" staff?

Staff engaged to perform language functions such as translation, interpretation, editing, etc. A special restriction applies to such form staff who cannot be reemployed more than 125 days per calendar year.

55. Work as a retiree: just to check max USD22.000 or 6 months - whichever is first? Has the amount been reduced lately? Thank you.

The amount of 22,000 USD has not changed recently. Indeed, the two conditions are limit of earnings or limit of cumulative duration, whichever comes first.

OTHER

56. After my retirement, is it possible to buy a house in Geneva if I am an international UN staff working outside Switzerland?

You will need to check directly with a real estate specialist.

57. What does UMOJA stand for as per the UN?

This is the UN Secretariat Enterprise Resources Planning tool – see more details here: UMOJA | (un.org). Among many other things, it is used to administer staff and non-staff contracts. Staff also have a self-service portal (ESS) where they can update their personal data, submit leave requests, check their personnel actions, etc.

58. For those who will stay in CH after retirement, is there any allowance foreseen?

If you are not entitled to travel on repatriation, there are no additional entitlements to be paid upon separation. For more details, please contact your HR Partner or UNOG Client Support Centre if you are administered by UNOG HRMS.