

Pre-Retirement Seminar
Carte de Légitimation - Unanswered questions

1. **Is any part of this session relevant for Swiss citizens?**
The presentation is useful for all CDL holders, even if only a small part applies to Swiss citizens (i.e., they must return the CDL but do not need a courtesy period).
2. **What is the procedure if I separate from the organization and defer retirement to work in Switzerland? Which permit—M, B, or C—do I need as an EU citizen (with more than 18 years in Geneva)?**
This must be checked directly with the Office Cantonal of your canton of residence. The CDL unit does not handle work and residence permit beyond the Carte de Légitimation.
3. **Je voudrais demander un permis de résidence C pour rester en Suisse mais AVEC autorisation de travail (donc pas le permis C ordinaire). Comment faire ?**
Il faudrait vous adresser directement à l'Office cantonal de la population de votre canton de résidence. L'unité CDL n'est pas responsable pour les demandes de permis de travail et de résidence en dehors des Cartes de Légitimation.
4. **Courtesy period is not automatic? It has to be requested? Please confirm.**
The request for the courtesy period CDL must be submitted to the CDL Unit 4 to 6 weeks prior to separation.
5. **My spouse is on a Ci permit based on my CDL. What process will he follow to extend his permit for the courtesy period?**
Your spouse must approach the Office Cantonal of your canton of residence to explore the possibility of exchanging the Ci permit for a regular Swiss residency permit.
6. **I will end my assignment on 31/12/25 and be on SLWOP until 30/06/26. Can I keep my CDL until June 2026, considering I remain a staff member although not working?**
During SLWOP, the CDL may be kept for a maximum of 2 months.
7. **Presumably, the process to obtain a Swiss residence permit takes longer than the 2-month courtesy period. Can we apply for the permit before the date of retirement?**
Yes, you may contact the Office Cantonal of your canton of residence before your retirement date. It is recommended to anticipate, given the high volume of demands. Even if you will not receive the permit as long as your CDL is valid.
8. **Can the courtesy period be further extended? If so, what is the procedure?**
The extension of the courtesy period will be considered on a case-by-case basis by the Swiss Mission. The Swiss Mission will require a detailed letter about the reasons to request an exceptional extension.
9. **When do you advise submitting an application for a C permit if one wishes to stay in Switzerland after separation? What is the timeline?**
It is recommended to contact the Office Cantonal of your canton of residence directly to inquire about their deadlines. However, it is better not to wait until the end of your appointment with the UN to submit your request. <https://www.ge.ch/document/delais-traitement-moyens-demandes-deposees-ocpm>
- 10.

- 11. Does the CDL procedure apply only to UNOG staff members or to all UN staff members? For example, should WIPO staff consult their HRD or can they reach out to you?**

We recommend that staff members first reach out to their HR/CDL focal point within their entity before reaching out to the CDL unit. Therefore, WIPO staff must check with their HRD.

- 12. Swiss nationals don't need to extend their CDL if they retire early, correct?**

Swiss nationals are not eligible for courtesy period CDLs. Swiss nationals should hand-over their CDL upon retiring from the UN.

Important information about the Swiss Permanent Mission:

UNOG Staff members and staff of client entities are welcome to visit the UNOG Client Support Centre, to speak with the Swiss Perm. Mission: 2nd Thursday of each month, 10h-13h.

Pre-Retirement Seminar

Separation: HR administrative procedures - Unanswered questions

Questions – HR administrative procedures regarding separation from the UN Secretariat

1. **La date de ma séparation est le 31 mai 2026, dois-je également faire l'EPAS pour la période 2026-2027 ?**

Dans votre cas, il serait préférable de prolonger le cycle jusqu'au 31 mai 2026 et d'inclure 2 mois de plus dans le document de performance 2025-26.

2. **Would we have an assigned HR staff before, during and after the retirement? Some travel related actions have to be done in Umoja for us, as we won't have access.**

For staff members administered by UNOG, you will be in touch with one of our HR Partner during the separation process, including travel process. Beyond that, former staff members (retirees) are always welcome to contact HR colleagues at the Client Support Center in the H building, via phone or via email.

3. **Is there a time limit for requesting shipment upon separation if the staff member remains in CH until the retirement of their GS spouse (not int'lly recruited)?**

Entitlement to travel, unaccompanied shipment/relocation shipment ceases if not exercised within two years after separation date or, if both spouses are staff members, within two years of the date of separation of the staff member's spouse. So, in your case you would have until 2 years after separation of your wife. Please inform your HR and request delay of your travel/shipment, etc.

4. **Do the number of unused Annual Leave days I have been paid previously impact the unused AL days I can be paid for at the end of my contract? If so, how?**

The answer depends on the type of appointment held in the past, the duration of the break in service in between appointments, etc. Therefore, we do not have a general answer. It is best if you reach out to HR (via CSC for example) so we can review the specific of your career and tell you exactly how many days can be paid at the time of your separation.

5. **What does "schedule an offboarding meeting" mean? Who is the meeting with?**

This is a meeting with the HR Partner who will assist with your retirement to discuss the separation process, separation entitlements, etc.

6. **Do we need to request the retiree ID, or will HR initiate the process?**

Yes, you need to request a retiree ID. The HR Partner will share the form upon request.

7. **Can we use more than 60 days of annual leave just before retirement, resulting in the last day in the office being several months before the separation date?**

Normally, you should be in the office the last week/day of your contract to finalize any pending separation activities (return of equipment, work handover, etc.) Should you wish to use up all your annual leave before retirement, you should plan to do so in advance prior to the separation.

8. **Must I be in the office on the last working day of my contract, or can I be on annual leave?**

Normally, you should be in the office on the last working day, however, exceptionally, and provided all separation activities are completed, your leave could be approved.

9. Is it correct that certain steps, e.g., the performance appraisal, must be completed after the separation date? Does this mean we cannot leave Switzerland immediately?

All clearance steps should be finalized prior to the separation date. For internationally recruited staff who travel on separation, the only pending actions after the separation date are the travel expense report and submission of proof of repatriation, if applicable.

10. Does this mean that the self-ticket option is not available upon retirement?

Separation travel ticket is normally issued by the organization. Exceptionally, self-ticket option can be approved. You should request authorization prior to purchasing the tickets.

11. How do I prove repatriation? What documents are needed—mobile phone bill, electricity bill...? What types of documents are acceptable?

As mentioned in the presentation, for UN Secretariat staff, proof of relocation is a notarized statement. See extract from the relevant policy (ST/AI/2016/2):

4.2 The requirement of section 4.1 above shall normally be satisfied by submission of a sworn statement made by the former staff member before a Notary Public, Commissioner of Oaths or similar official in the country of relocation to the effect that the former staff member has relocated to a country other than that of the last duty station, and that the relocation is not temporary in nature. The statement shall also include the date and place of relocation, and the address and telephone number of the former staff member in the country of relocation. The statement must be submitted as an original document.

12. How is unused leave calculated, and what is the amount of the repatriation grant? We invite you to check the details on the separation entitlements by visiting this i-Seek page: <https://iseek.un.org/content/leaving-unog-general-information-separation#2523561>

Upon retirement, staff holding a fixed-term / continuing / permanent appointment can be paid up to 60 unused annual leave days. The amount is calculated as follows:

Staff category	Calculation of the accrued annual leave
Professional and higher categories	Gross salary less staff assessment plus post adjustment
Field Service category	Gross salary less staff assessment plus post adjustment and language allowance, if any
General Service and related categories	Gross salary less staff assessment plus language allowance, if any

Repatriation grant is paid as per Annex IV of the Staff rules and regulations (see table below):

<i>Years of qualifying service</i>	<i>Staff member with a spouse or dependent child at time of separation</i>	<i>Professional and higher categories staff member with neither a spouse nor dependent child at time of separation</i>	<i>General Service category staff member with neither a spouse nor dependent child at time of separation</i>
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

13. If I am part of the Agreed Separation Process in January 2026 and decide to retire in March 2026, when should I begin the procedure? [If your separation date is the end of January 2026, the separation activities can be initiated as soon as you have signed the memorandum of understanding for the agreed separation.](#)
14. Les formalités de retraite sont-elles disponibles en français ? [Certaines informations et formulaires sont disponibles en français également. Les HR Partners de l'ONUG sont parfaitement bilingues et peuvent vous aider avec les démarches. La présentation pour le séminaire de pré-retraite est uniquement disponible en anglais.](#)
15. For a staff member on SLWFP for six months from 01 January 2026 before separation, is a performance evaluation for the year required? [Performance evaluations should be concluded before separation for the period of active service.](#)
16. If family members are travelling separately on different dates, what triggers the two-week deadline for submitting the travel claim? [If the travel requests are submitted separately for separate dates, then each travel claims should be submitted in relation to each separate travel request.](#)
17. Comment puis-je prolonger le cycle de l'e-PAS de deux mois jusqu'au 31-05-2026, si la période est automatique dans UMOJA lorsque l'on crée l'e-PAS ? [Les dates exactes de l'évaluation peuvent être rentrées dans Inspira lors de l'initiation du cycle d'évaluation. Une fois le document créé, les dates ne peuvent plus être modifiées, sauf é l'aide de l'équipe technique Inspira. Dans ce cas, vous pouvez soumettre une demande de modification de la période via « Contact us » dans Inspira.](#)
18. Si l'on a obtenu la meilleure note au e-PAS ces dernières années, peut-on demander un changement de grade ? Au sein du Secrétariat, la seule manière de changer de grade est [en postulant à un avis de vacances de grade supérieur. Si vous considérez que les tâches effectuées justifient un grade supérieur, vous pouvez faire une demande de reclassification de votre poste. Veuillez noter que si la reclassification du poste est](#)

approuvée, votre poste sera affiché et vous allez devoir postuler et réussir les évaluations pour être sélectionnée(s) et avoir une promotion.