Frequently Asked Questions upon Separation

What is the Separation package?

- The Separation package consists of: a letter to you, explaining the separation process and formalities; and a number of forms to be completed by you and your office.

When will I receive the Relocation Grant?

- Provided the Relocation Grant Staff Member Attestation, the Separation Contact and Bank information Sheet and an updated vendor form indicated in the Separation package have been submitted to BES-UNOPS in due time, Relocation Grant and a ticket lump for travel to your place of repatriation) will be released prior to the end date of your contract enabling you to arrange the shipment of your personal effects.

What are the final entitlements?

- This term refers to the entitlements UNOPS may owe the staff member at the time of his/her separation. Such entitlements could potentially consist of the Repatriation Grant, commutation to cash of accrued annual leave days the last month's salary (if withheld because the separation date was prior to the end of the month or upon resignation), and any outstanding Education Grant payment(s).

When will I receive my final entitlements?

- A separation process entails numerous actions. A number of clearances and documents are required from you and your office and from various UN/UNOPS offices; this could be documentation for outstanding amounts for travel, Education Grant, etc. The final entitlements are released after a final audit in which all documentation has been carefully reviewed to ensure that there are no outstanding amounts between you and UN/UNOPS. On average, final entitlements are released 2-4 months after your separation date. Please note that you and your office's submission of the documents and the UNLP for cancellation requested is essential to ensure a smooth and timely separation process.

Why didn't I get my last month's salary paid?

- If there are large outstanding amounts due from you to the organization upon separation, last month's salary may be withheld to ensure coverage. All debits and credits will be offset upon a final audit review.

What happens to my pension contribution?

- If you are a member of UNJSPF, you should fill in the form 'PENS E/6' (for Participants with less than 5 Years of Service) or 'PENS E/7' (for Participants with more than 5 Years of Service) Instructions for Payment of Benefits'. This form is provided to you as part of the Separation
package. According to what you choose on the form, your pension contribution is released, or it is held in trust.

- If you request release of your pension contribution, it will be released when all separation formalities have been completed by UNOPS. On average, the pension contribution is released by UNJSPF, 3-4 months after a staff member’s separation date.

Can I have more information on my pension contribution?

- For details on your pension contribution, please contact UNJSPF directly, eg. for information on amount of pension benefit due upon separation, if you choose release (see 'What happens to my pension contribution?'). UNJSPF's contact details are available on www.unjspf.org.

- You may also wish to refer to the Regulations and Rules of UNJSPF available from the same website.

What is the difference between Repatriation Grant and Relocation Grant?

- Repatriation Grant is intended to assist internationally recruited Fixed Term Appointment staff members with expenses incurred in connection with establishing residence away from the last duty station upon separation from service. It is payable to staff members whom UNOPS is obligated to repatriate. The Repatriation Grant is linked to the years of service and dependency status.

- The Relocation Grant refers to the lump sum paid in lieu of shipment of personal effects. The amounts for Fixed Term Appointment staff members are: USD 10,000 (single rate) and USD 15,000 (dependents rate).

Can I have more details on the Repatriation Grant?

- The Repatriation Grant is to be claimed within two years after the separation date. Proof of Country of Residence outside duty station (also called Proof/Evidence of Relocation) is required for the Repatriation Grant to be released. The proof must be signed and sealed/stamped by an official authority (government, municipality, etc) in the country where you establish residence after your separation. The completed form must be submitted in original in order for the grant to be released.

- The Net Base Salary (Gross Salary less Staff Assessment) is used to calculate the Repatriation Grant. Please see below table reflecting the number of years of continuous service away from home country and applicable repatriation grant at both categories (ie. single and dependency):

<table>
<thead>
<tr>
<th>Years of continuous service away from home country</th>
<th>Staff member with a spouse or dependent child at time of separation</th>
<th>Staff member with neither a spouse nor dependent child at time of separation</th>
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<td>Weeks of gross salary, less staff assessment, where applicable</td>
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I am not leaving the duty station - what happens to my Repatriation Grant?

- You can only claim your Repatriation Grant once you establish residency away from your last duty station. If you remain in your duty station after expiration of your contract, your Repatriation Grant will be held in trust. It is important to note that the Repatriation Grant can only be held in trust for 2 years, after which time your entitlements lapses. However, you may apply for an extension of the 2 year period by another year by sending a written request to BES-UNOPS before the 2 years are up. An extension is not automatically granted.

- Staff rules 3.18 provides further details.

How is my unused annual leave commuted to cash?

- Payment of annual leave which has not been used at the time of separation up to a maximum of eighteen working days for staff holding a Temporary Appointment and up to a maximum of sixty working days for staff holding a Fixed-Term or Continuing appointment, in accordance with staff rules 4.18 and 5.1. The payment shall be calculated for staff in the Professional and higher categories, on the basis of the staff member’s net base salary plus post adjustment;

- The unused annual leave is commuted to cash based on the staff member’s net salary (single or dependent) plus the post adjustment applicable in the country of assignment at the time of separation, divided by 21.75 (which is the 261 working days per year, divided by 12 months), multiplied by the number of annual leave days due to the staff member.

- Please note that annual leave balances for holders of Appointment of Limited Duration (ALD) cannot be commuted to cash upon separation from service.

Can I keep my UNLP?

- Your UNLP must be cancelled when you separate from service. Therefore, you are required to submit your UNLP to BES-UNOPS when you separate. Your final entitlements will only be released when you have submitted the UNLP (together with forms to be filled in upon separation, see ‘What is the separation package?’).

- BES-UNOPS will send the UNLP to UNDP Travel Services Section for cancellation. If you remain in service within the UN Common System as an international staff member you may keep the UNLP. Please note that in such cases, BES-UNOPS must receive confirmation to this effect.
What happens to my group life insurance with Aetna and my medical insurance with Aetna/Blue Cross/Van Breda?

- Your coverage under Aetna and Van Breda expire at the end of the month of your separation date. Thus, for example, if your separation date is 15th March, you are covered till 31 March. If your separation date is 31 March, you are covered till 31 March.

- If you wish to continue your coverage, you may be able to do so for a period of time as a private member. For further information on your insurance schemes, please liaise directly with:

  UN Insurance Unit, UN Secretariat
  304 East 45th Street, Room FF-335P
  New York
  NY 10017
  USA
  Tel. (212) 963-9124 / Fax (212) 963-4222

How do I contact...

- Van Breda:
  Head of Department
  J. Van Breda and Co.
  Plantin en Moretuslei 295
  2140 Borgerhout (Antwerpen)
  Belgium
  Fax: 323-2723969
  Email: gp1@int.vanbreda.be

- Headquarters based Health Insurance (Aetna/ Blue Cross/HIP): Please contact through your BES-UNOPS focal point

- Aetna (Group Life Insurance):
  Check their website www.aetna.com for contact details regarding your specific question.

- UNJSPF:

  UNJSPF
  United Nations Headquarters
  P.O. Box 5036
  1st Avenue, 46th Street
  New York 10017
  USA
  Email: unjspf@un.org
  Tel.: (+1) 212 963 6931
  www.unjspf.org

  UNJSPF
  Palais des Nations
  1211 Geneva 10
  Switzerland
  Email: jspfgva@unog.ch
  Tel.: (+41) 22 917 18 24
  Fax: (+41) 22 917 00 04
  www.unjspf.org

The New York office and the Geneva office have a shared electronic filing system, so you can contact either office, even if you served in New York.
Note: The above is to be considered general information only and does not represent any commitment from UNOPS to particular benefits and entitlements upon separation. Any benefits and entitlements due to you upon separation will be as determined specifically in your Separation package by BES-UNOPS. If you have additional questions in regard to your separation following receipt of the Separation package, please contact the BES-UNOPS focal point handling your case directly.