HR Information Sheet

AUTHORITATIVE SOURCE DOCUMENTS

- **Staff Rule 3.15 – Non-Family Service Allowance**
- **ST/AI/2016/6 – Mobility and hardship scheme**

Non-Family Service Allowance

For Staff

Who

Internationally recruited staff members who are assigned to duty stations designated as non-family will be paid the non-family service allowance.

What

The non-family service allowance is a monthly allowance provided by the Organization to staff serving in duty stations designated as non-family. The allowance varies according to family status.

The allowance is discontinued if the duty station designation changes to a family duty station. It is adjusted for individual staff members when there is a change in dependency status.

Why

The non-family service allowance is paid to encourage mobility to non-family locations and in recognition of the increased levels of financial and psychological hardship incurred.

When

The non-family service allowance is payable from the beginning of the staff member's assignment and for the duration of his/her service in a non-family duty station. The allowance is subject to discontinuation should the duty station designation change from non-family to family.

LINKS & SUPPORT

HR Handbook

Online Support

Contact your HR Partner

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Where*

*as applicable

Offline

umoja

inspira

Other
Systems

The designation of each duty station as family or non-family is maintained in reference tables in Umoja and will be automatically included in payroll once the HR Partner has processed the relevant personnel action to place a staff member in a duty station that is eligible for payment of the non-family service allowance.

1.
2.
3.

How*

Staff members do not need to take any action to initiate the payment of the non-family service allowance as the Umoja system will automatically generate the payment when a staff member is assigned to an eligible duty station.