



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Rule 7.15 – Excess baggage and unaccompanied shipments
- Staff Rule 7.16 – Relocation shipment
- [ST/AI/2016/4](#) – Excess baggage, shipments and insurance

Relocation Grant

For Staff



Who

Internationally recruited staff members who are either:

1. travelled by the Organization when initially appointed;
2. changing assignments permanently or temporarily to a duty station that is not within the same country or mission area (even when the mission area covers several countries); or
3. separating from the Organization, and waive the entitlement to relocation shipment or unaccompanied shipment that would otherwise apply.

See *HR Information Sheet on Shipment Options*



What

The relocation grant is a lump sum provided by the Organization that enables eligible staff to manage their own shipping arrangements in lieu of their entitlement to a shipment of personal effects and household goods arranged by the Organization, upon assignment to a duty station that is not within the same country or mission area.

The amount of the relocation grant depends on the duration of the assignment, the duty station of assignment, as well as the staff member's recognized personal status at the time of relocation, as follows:

1. **In lieu of the relocation shipment:**

For an initial appointment or a change in duty station of two years or more to an "H" (headquarters) duty station, the staff member may opt for the relocation grant as established for the unaccompanied shipment entitlement.

2. **In lieu of the unaccompanied shipment:**

(a) **One year or more**

On initial appointment or change of duty station when the appointment or assignment is for a period of one year or longer and the staff member is not entitled to relocation shipment (i.e. non-"H" duty station or less than two years at "H" duty station), the relocation grant rates are:

- \$15,000 USD for staff with dependents, at least one of whom must travel to the duty station at the Organization's expense
- \$10,000 USD for staff members only
- Lower rates as may be established for Associate Experts

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(b) **Less than one year**

For an initial temporary appointment or a temporary assignment to a different duty station of less than one year, and for separation from temporary appointment, the relocation grant rate is: \$1,200 USD (single rate only).

There is no additional payment if the temporary appointment is exceptionally extended to cover one year or more. However, when an assignment is extended to one year or longer, the staff member is provided with the balance of the grant as if the initial assignment had been for one year or more.

Note: Adjustments may be made to the amount paid to a staff member if the staff member does not serve the required minimum period of time in the duty station.



Why

Relocation grant is made available to provide staff members with a reasonable cash amount to cover the costs incurred in shipping personal effects and household goods, and ultimately provides greater flexibility to staff in arranging for their relocation to a new duty station.



When

The relocation grant is made available following the staff member's arrival at the new duty station.

Where*

*as applicable



Offline

The HR Partner will advise the staff member on the available shipment options on appointment or assignment (offline).

Staff members indicate their preferred shipment option upon acceptance of the offer of appointment or assignment (offline).



Once the HR Partner has approved the personnel action to effect the staff member's movement to the new location, s/he will process an off-cycle payroll action in Umoja to pay the relocation grant.



Other Systems



How*

The staff member will receive a notification from Umoja when the HR Partner has processed the personnel action related to the assignment.

The staff member will receive a notification from Payroll when the amount has been disbursed to his/her bank.

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