



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 9.4
- Staff Rule 3.19 - Repatriation Grant
- Staff Rule 4.17 – Re-employment
- ST/AI/2016/2 – Repatriation Grant

Repatriation Grant

For Staff



Who

Internationally recruited staff members may be eligible for the repatriation grant, if they:

- 1) are separating from service after five* years or longer of qualifying and continuous service;
- 2) are serving at a duty station outside their country of nationality by virtue of their service with the Organization; and
- 3) do not have permanent residence status in the country of the duty station at the time of separation.

The repatriation grant is not available to any staff member who was dismissed or separated from service for abandonment of post.

* / As a transitional measure, staff members who completed a minimum of one-year of service and were eligible for a repatriation grant under staff rule 3.19 and ST/AI/2000/5 in effect on 30 June 2016, but who are no longer eligible for such grant under the new policy as of 1 July 2016, shall be paid a repatriation grant in accordance with the policy in effect on 30 June 2016 for the number of years of qualifying service accrued as of 30 June 2016.



What

Repatriation grant is a lump sum which is provided to eligible staff members after their separation from the Organization. It is calculated on the basis of the staff member's family profile at the time of separation, as well as years of qualifying and continuous service away from his/her home country.



Why

The grant is made available to eligible staff members to assist with the expenses incurred as a result of resettling in a country different from that of the last duty station, following separation from the Organization.

LINKS & SUPPORT



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When

A repatriation grant is payable following separation from service and relocation in a country different from that of the last duty station. Staff members must apply within two years after the effective date of separation from the Organization or will no longer be eligible for this grant. Proof of relocation must be provided.

If a staff member's spouse is employed by the Organization, the two year time limit is adjusted so that the claim for the grant by the staff member who separated first can be received within two years of the date of separation by the other spouse.

Where*

*as applicable



Offline



Other Systems

Before you separate from the Organization, you will be required to take actions both offline and through the Employee Self Service (ESS) portal in Umoja to complete separation procedures.

>Open the HR Information Sheet on Separation

For service with the Organization prior to 1 July 1979, no evidence of relocation is necessary.

For service from 1 July 1979 onwards, you will need to provide (offline) confirmation of your relocation once you have resettled, as follows:

A written statement sworn before a Notary Public, Commissioner of Oaths or similar official in the country of relocation, confirming:

- 1) that you have relocated to a new country, which cannot be the country of your last duty station;
- 2) that your relocation is not temporary;
- 3) the date and place of your relocation; and
- 4) your address and telephone number in the country where you have relocated.

1.
2.
3.

How

After you have resettled in your new location, and you have obtained your proof of relocation (as described under "Where" above), you must submit the **original** document to your HR Partner.

The HR Partner will verify your proof of relocation and approve the payment of repatriation grant in Umoja. The amount of the grant will depend on your length of qualifying service. The relevant amount will be deposited to the bank account you have indicated in your separation documentation.

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