



Human Resources Factsheet

UMOJA USERS

Repatriation Grant

For Staff



Who

This grant is applicable to eligible internationally recruited UN Secretariat staff members who are 1) separating after one year or longer of qualifying and continuous service; and are 2) serving at a duty station outside their country of nationality; 3) do not have permanent residence status in the country of the duty station at the time of separation.

It is not available to any staff member who has been dismissed or separated from service for abandonment of post.



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 their years of qualifying and continuous service with the Organization.



Why

This grant is available to eligible staff members to assist with the costs of resettling upon separation as follows:

- 1) Loss, during service, of professional and business contacts with the home country;
- 2) Need to give up residence and liquidate obligations in a foreign country;
- 3) Re-establishment on return from service outside the home country.



When

Once you have fully separated and resettled in a country different from that of the last duty station, you can apply for the payment of the repatriation grant. You must apply within two years after the effective date of your separation from the Organization or you will no longer be eligible for this grant. Where both you and your spouse are employed by the Organization, the two year time limit is adjusted so that the claim for the grant by the spouse who separated first can be received within two years of the date of separation by the other spouse.

Where*

*as applicable



Offline

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 your separation procedures. Once you have resettled, the process for the repatriation grant can then be completed by the relevant offices.

>Open the Separation Factsheet



Unless your initial appointment was prior to 1979, you will need to provide confirmation of your relocation once you have resettled, as follows:



You are required to provide a written statement which is sanctioned by a Notary Public, Commissioner of Oaths or similar official in the country of relocation confirming that 1) you have relocated to a new country, which cannot be the country of your last duty station; 2) your relocation is permanent; 3) states the date and place of your relocation; and 4) states your address and telephone number in the country where you have relocated.



Other Systems

LINKS



FAQs



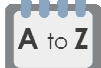
HR Handbook



Work Life Events



Help



Glossary

KEY REFERENCES

- [Staff rule 3.19 – Repatriation grant and Annex IV](#)
- [Staff rule 4.17 – Re-employment](#)
- [ST/AI/2000/5 – Repatriation grant](#)

Disclaimer: This factsheet is intended for informational purposes only. The UN Staff Rules and Regulations Administrative Instructions are the authoritative documents on this topic. Please note that this is an advance copy and all links and references listed are not yet available.

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Version 1.1

1.
2.
3.

How*

*To be confirmed against the deployment of Umoja

Before leaving the Organization and the duty station, if Umoja has been deployed at your duty station (otherwise refer to your local HR Office), you will need to complete your separation process through the ESS portal, as follows:

1. Log in to ESS
2. Select Work and Life Events
3. Select Work Events
4. Select **one** of the three options:
 - Separation** if the reason is **Resignation or Expiration of appointment**
 - Retirement** if the reason is **Retirement or Early Retirement**
 - Other Separation** for **any other type of separation**
5. Complete all required actions under the selected separation action, including the separation checklist.
6. Your HR partner (Personnel Office / HR Officer) will contact you if any additional actions are required.

After you have resettled in your new location, and you obtained your proof of relocation, you must scan the original document to your HR Partner offline and also retain the original for five years.

The HR Partner will verify your proof of relocation and approve the payment of repatriation grant in Umoja. The relevant amount will then be sent to the bank account you have indicated in your separation documentation.

LINKS



FAQs



HR
Handbook



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Events



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