



Human Resources Factsheet

UMOJA USERS

Separation

For Staff



Who

All United Nations Secretariat staff members who are leaving the Organization's employment are required to complete certain separation procedures.



What

Separation is when you leave the Organization for one of the following reasons:

- 1) Resignation;
- 2) Expiration of appointment;
- 3) Retirement;
- 4) Abandonment of post;
- 5) Death in service;
- 6) Termination (for abolishment of post, disabling health condition, unsatisfactory service, disciplinary reasons, or other reasons deemed to be in the interest of the Organization)



Why

When you separate from the Organization certain procedures need to be completed that allow the Secretariat to settle any outstanding financial claims with you and to arrange your separation payments.



When

You begin the separation procedures related to the type of separation, as follows:

- 1) Resignation
Notify the Organization of your intention to resign in writing, addressed to your head of Department, Mission or Office, according to the notice period required for your type of appointment:
 - 3 months' notice if you are on a permanent or continuing appointment;
 - 30 calendar days if you are on fixed-term appointment; or
 - 15 calendar days if you are on a temporary appointment.

Start the separation procedures at the earliest opportunity within your notice period or once you receive an acceptance of your resignation. If you wish to terminate your appointment before the end of the required notice period, you need an acceptance of your resignation by Department, Mission or Office or your designated HR official.

- 2) Expiration of appointment
Fixed-term or temporary appointments expire without notice at the close of business on the expiration date specified in the Letter of Appointment..

LINKS



FAQs



HR Handbook



Work Life Events



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Glossary

KEY REFERENCES

- [ST/SGB/2013/3- Staff Rules and Staff Regulations of the United Nations, Chapter 9](#)
- [ST/AI/2005/5 – Abandonment of post](#)

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3) Retirement

Mandatory retirement age is the last day of the month in which you will turn 60, or, if appointed after 1 January 1990, at age 62, or if appointed after 1 January 2014, at age 65. Your HR partner will contact you at least one month before your mandatory retirement date to conduct all your exit clearances. You are strongly advised to start the internal procedures four months before your retirement date. See the retirement timeline in the HR Portal.

> Open the Retirement Quicklinks in the HR Portal

Early retirement is retirement before the mandatory age, as defined above. This option is open to staff members who are 55 years or older who wish to separate from service and claim an early retirement benefit from the Pension Fund. However in accordance with the Staff Rules, early retirement is considered a resignation. Therefore, you must submit a written notice of resignation to terminate your appointment prior to your mandatory retirement age.

4) Abandonment of post

The date of separation is the date when the separation is approved by the Office of Human Resources Management or the expiration date of the staff member's appointment, whichever is earlier.

5) Death in service

The separation date is effective from the date of the staff member's death. If the loss of the staff member is service-related, the HR Portal provides information about assistance for families.

> Open the Emergency Preparedness information in the HR Portal

6) Termination

The termination date will be stated in the letter of termination.

Where*

*as applicable



Offline



Other Systems

You will need to complete certain actions both in Umoja and also offline, as applicable.

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1.
2.
3.

How*

*To be confirmed against the deployment of Umoja

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), note that you will need to take certain both offline and in Umoja:

- 1) Update your personal information (address, banking, visa information)
- 2) Certify your time and attendance
- 3) Settle claims (rental subsidy, education grant, advances and travel claims)
- 4) Settle any outstanding obligations (telephone bills, UNFCU loans, etc.)
- 5) Complete your beneficiary form (P-2 form)
- 6) Complete your performance appraisal
- 7) Complete the exit interview questionnaire (P.18 form)
- 8) Complete forms for separation payments (relocation grant, F.10, etc.)
- 9) Submit pension forms
- 10) Enrol in After Service Insurance (ASHI) (if applicable)
- 11) Submit your passport for cancellation of G-4 visa, and cancel your UNLP
- 12) Return keys, UN identification, cell phone/radio/laptops to the designated offices

Note: depending on the type of separation, you may need to go through additional procedures and clearances.

You will be prompted to complete some of the separation actions above when you select the type of separation in ESS in Umoja:

- 1) Log in to ESS
- 2) Select Work & 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**

Complete all required actions under the selected separation action including separation checklist. Your HR partner will contact you if additional actions are required.

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