**Deductions and Contributions**

1. At the end of each pay period, the following deductions shall be made from the total payments due to the staff member for:

* 1. Contributions to the United Nations Joint Staff Pension Fund

* 1. Medical Insurance Plan premiums

* 1. Group Life Insurance premiums, where applicable

* 1. Indebtedness to UNDP

* 1. Indebtedness to third parties when any deduction for this purpose has been authorized by UNDP

1. Salary deductions for indebtedness to third parties may be approved by the Resident Representative when specifically requested by the staff member on basis of the conditions described in the salary deduction Form P.309, which must be used whenever such a request is made. It should be understood that UNDP cannot guarantee payment of loans/credits incurred by staff members. When making use of this facility, staff members are solely liable under their agreement with the lending institutions.

1. No salary shall be paid to a staff member in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond his/her control or by duly certified medical reasons.