**Repatriation Grant**

1. This policy takes effect on 1 July 2016 to reflect the introduction of a five-year qualifying period for the repatriation grant.
2. A repatriation grant is paid to internationally recruited staff members upon separation from service as compensation for being stationed away from the home country at the Organization's initiative for a period exceeding 5 years, in order to contribute to the extraordinary one-time expense of relocation and reinstallation.

Eligibility

1. The repatriation grant is payable to internationally recruited staff members governed by the UN Staff Regulations and Staff Rules who belong to both of the following groups:
2. Those whom UNDP has an obligation to repatriate following completion of a minimum of five years of qualifying service as defined in paragraph “Qualifying Service” below; and
3. Those who reside outside the home country and country of nationality while serving at the last duty station.
4. Norepatriation grant is paid to:
5. A staff member who has not completed a minimum of five years of qualifying service as defined in paragraph “Qualifying Service” below
6. A staff member who abandons his/her post
7. A staff member who is dismissed
8. A locally recruited staff member under [UN Staff Rule 4.4](https://hr.un.org/handbook/staff-rules)
9. A staff member who, at the time of separation, is residing in the home country
10. A staff member who has permanent residence status in the country of the duty station at the time of separation
11. A staff member otherwise entitled who does not submit a claim for payment of the grant within two years of separation on account of continued employment with another UN organization, in which case the claim must be submitted within two years of the effective end date of that employment with UNDP.

Service Credits

1. The amount of the repatriation grant is determined by the length of continuous service away from home country through the accrual of service credits for each qualifying year, beginning at the fifth year and as determined below. The maximum amount is payable after 12 years or more service credits.

Qualifying service

1. Qualifying servicefor purposes of the repatriation grant upon separation from service is defined as follows:
2. When a staff member serves a minimum of five years of continuous service and residence away from the home country and the country of nationality or from a country where the staff member has acquired permanent resident status
3. During periods of special leave, qualifying service remains continuous. However, service credits for purposes of computation of the repatriation grant shall not accrue during periods of special leave with partial pay (SLWPP) or without pay (SLWOP) of one full month or longer. Periods of less than 30 calendar days do not affect the ordinary rate of accrual of service time for the repatriation grant.
4. Service is considered to be broken by separation from service as defined in [UN Staff Rule 9.1](https://hr.un.org/handbook/staff-rules). If re-employed under [UN Staff Rule 4.17](https://hr.un.org/handbook/staff-rules), a new period of qualifying service will begin upon the staff member’s re-employment.
5. Continuous service is not interrupted by assignment to the home country or country of nationality or country of permanent residence; however, in such cases qualifying service credits towards the repatriation grant shall be counted as follows:
6. The qualifying service credits are reduced by twice the number of completed years and months of non-qualifying service within the home country, or the country of nationality, or country of permanent residence
7. Following reassignment to a duty station outside the home country or the country of nationality or country of permanent residence, qualifying service credits towards the repatriation grant shall be restored at twice the normal rate until such time as the service credits reduced in paragraph i) above have been restored. Thereafter, qualifying service credits shall accrue at the normal rate until the maximum of 12 years is reached; and
8. Upon separation, the staff member is entitled to payment of the grant on the basis of the balance of qualifying service at that time;
9. Qualifying service credits for staff members that have been exceptionally authorized to acquire or maintain permanent resident status in the country of their duty station and subsequently change that status shall begin to accrue from the time such change was made, provided that all other requirements are satisfied.

Both spouses are UN staff members

1. If both spouses are employed by the UN and the spouse who separates first is entitled to repatriation grant, his/her entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the date of separation of the other spouse.

Change of category from international to local

1. International staff members returning to their home country as local staff members are entitled to payment of the repatriation grant. If subsequently they are reappointed as international staff members, a new period of qualifying service will begin.
2. Note, however, that upon return to their home country as local staff members, these staff members are not entitled to payment of the Settling-In Grant.

Death of staff member

1. If a staff member dies, payment of a repatriation grant will be made only if there is a surviving spouse or one or more dependent children whom UNDP is obligated to return to the home country.

Loss of entitlement

1. Except when both spouses are UN staff members, a staff member’s eligibility for payment of the repatriation grant is forfeited when it is not claimed and evidence of relocation is not produced within two years of separation from UN service (see paragraph regarding claims below).
2. A staff member's eligibility for payment of the repatriation grant is not affected by the loss of entitlement to payment of return travel expenses.

Claim and evidence of relocation

*Claim*

1. Payment of the repatriation grant must be claimed and evidence of relocation produced by the former staff member within two years of the effective date of separation, after which time the entitlement shall lapse. A staff member, who upon separation from UNDP is employed in the UN Common System but otherwise not entitled to a repatriation grant may claim the grant and provide evidence of relocation within two years of the effective end date of such employment.

*Evidence of relocation*

1. The repatriation grant will be paid only to a former staff member upon presentation of documentary evidence that he/she has established residence which is not temporary in nature in a country other than the country of his/her last duty station.
2. Valid documentary evidence may be a [Proof of Country of Residence](https://popp.undp.org/node/5696) Form duly completed/signed by or a declaration by:
	1. The immigration, police, tax, municipal or other authority in the country of relocation;
	2. The senior UN official in the country; or
	3. By the former staff member's new employer
3. Such evidence must be submitted to the HR focal point in OHR Copenhagen serving the last duty station or organizational unit.

Payment

1. The modalities for the payment of the repatriation grant are as follows:

*Calculation*

1. The amount of the grant is established in relation to the staff member's length of service with UNDP or another organization of the UN common system. It is calculated for international professional staff members, based on their gross salary, less staff assessment.

*Rate*

1. The repatriation grant is calculated at the rates specified according to the schedule provided in [Annex IV of the Staff Regulations](https://hr.un.org/handbook/staff-rules).
2. The repatriation grant is paid at the rate for a staff member with a spouse or dependent child, if the staff member, at the time of separation, has a spouse (regardless of whether the spouse is a dependent) or a child recognized as dependent, regardless of where they are located.

*Both spouses are UN staff members*

1. If both spouses are staff members and both are entitled to the repatriation grant, on separation, the grant is normally paid to each according to his/her length of qualifying service at the rate for a staff member with neither a spouse nor a dependent child at the time of separation. If there are dependent children, the first parent to be separated may claim payment of the grant at the rate for a staff member with a spouse or dependent child. In this case, the second parent to be separated may claim the repatriation grant either at the rate for a staff member with neither a spouse nor a dependent child at the time of separation for the period of service subsequent to the separation of the spouse or, if he/she is eligible, at the rate for a staff member with a spouse or dependent child for the whole period of qualifying service, less the amount of the repatriation grant paid to the first parent.

*Death of staff member*

1. Payment is made at the rate for a staff member with neither a spouse nor a dependent child at the time of separation if there is one such survivor and at the rate applicable to a staff member with a spouse or dependent child if there are two or more such survivors. The same requirements for documentary evidence for surviving dependents of relocation as outlined in the paragraphs under “Evidence of Relocation” apply.

*Currency of payment*

1. Payment of the repatriation grant is made in US dollars.

**Transitional measure**

1. A staff member with less than five years of qualifying service who was eligible for a repatriation grant under UN Staff Rule 3.19 in effect on 30 June 2016, shall be paid a repatriation grant in accordance with the schedule set out in Annex IV to the Staff Regulations in effect on 30 June 2016 for the number of years of qualifying service accrued as of 30 June 2016, and in accordance with [Annex IV of the Staff Regulations](https://hr.un.org/handbook/staff-rules) in effect on 1 July 2016 thereafter.