**Entitlements upon Separation**

1. This document is applicable to all UNDP staff members governed by the UN Staff Regulations and Staff Rules.

1. The following is a summary of the entitlements normally due to staff on separation:
   1. Payment of any unpaid salary and allowances
   2. Payment for accrued annual leave (AL) not to exceed:
   3. Sixty days if appointed under a Permanent, Continuing or Fixed-term Appointment under the UN Staff Rules
   4. Eighteen days for staff members holding Temporary Appointments under the UN Staff Rules;
   5. Pension benefits, in accordance with the Regulations of the United Nations Joint Pension Fund (UNJSPF), through the Secretariat of the UNJSPF
   6. After-service health insurance (ASHI) coverage for eligible staff member
   7. After-service life insurance (ASLI), if applicable
   8. Any compensation payments due under Appendix D to the UN Staff Rules
   9. Return travel for eligible staff and family members
   10. Transportation expenses of personal effects and household goods for eligible staff
   11. Payment of a repatriation grant (RG) to eligible staff

1. The following is a summary of the entitlement due to surviving eligible family members/beneficiaries of a staff member who dies:
   1. Payment of any unpaid salary and allowances due to the staff member at the time of death to the beneficiaries according to the percentage listed on UN Form P-2 Designation, Change, or Revocation of Beneficiary
   2. Payment of any accrued annual leave up to a maximum of 60/45 days to the beneficiaries according to the percentage listed on UN Form P-2 Designation, Change, or Revocation of Beneficiary
   3. Pension benefits, in accordance with the Regulations of the UNJSPF
   4. ASHI coverage for eligible surviving family
   5. Payment of life insurance, if applicable
   6. Compensation according to Appendix D of the UN Staff Rules, if death is caused as a result of the performance of UNDP duties
   7. Payment of death benefit to surviving spouse or dependent children
   8. Completion of the school year under the terms of the education grant (EG) for eligible children
   9. Transportation of the staff member’s body
   10. Return travel for eligible family members
   11. Return transportation expenses of personal effects and household goods for eligible family members
   12. Payment of Repatriation Grant to surviving spouse or one or more dependent children whom UNDP is obligated to repatriate

# Retroactive Payments

4. In the case of a retroactive revision of a salary scale made subsequent to a staff member's separation, former staff who were in service during the period of retroactivity can claim any retroactive payment due them within one year of the issuance of the new salary revisions.

**Advances**

# International Staff Members

5. International staff members are not immediately paid allowances, indemnities, and other remuneration due to them as a result of the separation. As the final payment may take several weeks, international staff members may request an 80 percent advance against these amounts, excluding UNJSPF benefits. Requests for advance must be addressed to the OHR Copenhagen Human Resources (HR) Associate serving the duty station.

# Local Staff Members stationed in New York (NY)

6. The above paragraph regarding international staff members also applies to local staff members stationed in NY, who are also paid through UN Payroll.

# Local Staff Members stationed outside NY

7. Local staff members stationed outside NY do not need to request an advance against their final payment as the local Finance Unit immediately processes the payment of any allowance, indemnities, and other remuneration due to them upon separation, excluding UNJSPF benefits.

# Additional Information

8. For further information, please refer to:

1. Regulations of the United Nations Joint Pension Fund (UNJSPF) - [http://www.unjspf.org](http://www.unjspf.org/)
2. [Form P-2 Designation, Change or Revocation of Beneficiary](https://popp-test.acquia.undp.org/node/5586)