**Death**

1. This section will explain what to do in case of death of a staff member.

1. Upon the death of a staff member, whether internationally or locally recruited, stationed outside NY, the following information should be immediately sent by fax or email to the OHR New York (NY) Human Resources (HR) Business Partner and the OHR Copenhagen HR Specialist serving the duty station or organizational unit:

* 1. Staff member's name, functional title, post and index number
	2. Date of death
	3. Place and cause of death; and
	4. Whether the death was service-incurred

**International Staff Members Stationed Outside NY**

1. If an international staff member stationed outside NY dies, the Head of Office should notify the immediate family members, or any other person designated by the staff member, of his/her death. Subsequently, the local HR/Operations Manager should:

* 1. Assist the family in making the funeral arrangements and/or in arranging for the transportation of the body from the duty station or place of death to:

* + 1. His/her place of home leave (HL); or

* + 1. Any other place designated by his/her family, provided that any expenses in excess of the cost duty station/place of death to his/her place of HL are paid by the family

* 1. Issue a travel authorization for the transportation of the body

* 1. Issue a travel authorization for the shipment of the deceased staff member's personal effects to:

* + 1. His/her place of HL; or

* + 1. Any other place designated by his/her family, provided that any expenses in excess of the cost duty station/place of death to his/her place of HL are paid by the family

* 1. Submit six copies of the death certificate, as soon after the death as possible, to the OHR Copenhagen HR Associate serving the duty station

* 1. Obtain all relevant reports and information in case of accidental death; and

* 1. Issue a travel authorization to surviving eligible family members at the duty station who are entitled to repatriation travel and shipment of personal effects

1. The OHR Copenhagen HR Associate serving the duty station should:

* 1. Determine the entitlements of staff member's survivors/designated beneficiaries and inform of the same

* 1. Arrange for the survivors/designated beneficiaries to receive an advance against any salary, allowances, and benefits standing to the credit of the staff member as of the date of death

* 1. Notify the pertinent offices, e.g.:

* + 1. United Nations Joint Pension Fund (UNJSPF) ( [www.unjspf.org)](http://www.unjspf.org/)
		2. United Nations (UN) Medical Service
		3. UN Termination Unit
		4. UN Insurance Unit; and
		5. Advisory Board on Compensation Claims (ABCC), if appropriate; and

* 1. Process the entitlements, which include:

* + 1. Salary, allowances, and benefits standing to the credit of the staff member as of the date of death; and

* + 1. Additional allowances and benefits (death benefit, repatriation grant (RG), insurance benefits, pension benefits, after-service health insurance (ASHI) coverage, and, where applicable, life insurance benefits and compensation benefits)

**Local Staff Members Stationed Outside NY**

1. The local HR/Operations Manager should:

* 1. Determine the entitlements of the staff member's survivors/beneficiaries and inform them of same;

* 1. Notify the pertinent offices, e.g.:

* + 1. UNJSPF ( [www.unjspf.org](http://www.unjspf.org/) )
		2. UN Medical Service
		3. UN Insurance Unit, if appropriate; and
		4. ABCC, if appropriate

* 1. Process the entitlements, which include:

* + 1. Salary, allowances, and benefits standing to the credit of the staff member as of the date of death; and

* + 1. Additional allowances and benefits (death benefit, insurance benefits, pension benefits, ASHI coverage and, where applicable, life insurance benefits, and compensation benefits); and

* 1. Obtain all relevant reports and information in case of accidental death.

1. If the local staff member dies outside his/her duty station while on official travel at UNDP's expense, the Head of Office should notify the immediate family members, or any other person designated by him/her, of his/her death. Subsequently, the local HR/Operations Manager should:

* 1. Assist the family in making the funeral arrangements and/or in arranging for the transportation of the body to the duty station; and

* 1. Issue a travel authorization and arrange for the transportation of the body from the place of death to the duty station

1. Travel is not authorized for dependents or other family members to travel to the place of death to accompany the body.