

SECRETARY-GENERAL'S BULLETIN

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To: Members of the staff

MAY 5 1982

Subject: STAFF RULES

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1. Staff rules 101.1 through 112.8 applicable to all staff members except those specified in rule 101.1, published in document ST/SGB/Staff Rules/1/Rev.5 and Amend.1, are hereby amended for the purposes described below.
2. Rules 103.16, 103.20 and 105.3 are amended with effect from 1 January 1981 to implement the decisions concerning pensionable remuneration, education grant and education grant travel, and home leave travel adopted by the General Assembly in its resolution 35/214 of 17 December 1980.
3. Rule 103.16, Pensionable remuneration, is amended to reflect the decision taken by the General Assembly concerning the future adjustments of the pensionable remuneration for the Professional and higher categories.
4. Rule 103.20, Education grant, is amended to incorporate a revised scale of reimbursement of educational expenses and to increase the periodicity of the education grant travel entitlement at designated duty stations.
5. Rule 105.3, Home leave, is amended to increase the periodicity of the home-leave travel entitlement at designated duty stations.
6. Appendix A is amended with effect from 1 January 1981 by the deletion of the schedule of pensionable remuneration for the Professional and higher categories which was incorporated in annex I to the Staff Regulations. It is also amended to include the revised salary scales and the revised schedule of pensionable remuneration for staff in the Field Service category, effective 1 January 1981.
7. In addition, a number of other amendments are made as explained in paragraphs 8 to 17 below.
8. Rule 103.7, Post adjustment, is amended to ensure uniformity in the wording of the Staff Rules.
9. Rule 103.18, Deductions and contributions, is amended to include a reference to the relevant provision of the Regulations of the United Nations Joint Staff Pension Fund.

10. Rule 103.24, Definition of dependency, is amended with effect from 1 January 1981 to reflect the definitions of dependants agreed upon by the organizations participating in the United Nations common system. A consequential amendment is made to rule 103.20, Education grant, with regard to the definition of "child" for the purposes of the grant.

11. Rule 105.2, Special leave, is amended to specify that seniority shall be affected by periods of special leave with partial pay or without pay.

12. Rule 106.1, Participation in the Pension Fund, is amended to conform to the corresponding provision of the United Nations Joint Staff Pension Fund.

13. Rule 106.3, Maternity leave, is amended with effect from 1 January 1981 to abolish the qualifying period of service for maternity leave. Rule 105.2, Special leave, is amended in consequence thereof.

14. Rule 107.5, Eligible family members, is amended to conform to the provisions in rule 103.20, Education grant, whereby children who are no longer dependants in the sense of rule 103.24(b) may be eligible for education grant travel, and to delete a redundant provision.

15. Rule 107.13, Terminal expenses, is amended with effect from 1 April 1981 to introduce a uniform reimbursement rate at all locations.

16. Rule 107.27, Removal costs, is amended to express with greater clarity the entitlement in units of weight and volume.

17. Rule 109.5, Repatriation grant, is amended to clarify that the requirement concerning evidence of relocation under paragraph (d) of the rule applies also in the case contemplated in paragraph (i) of the same rule.

18. Changes are also made to the text of the Staff Regulations, which precedes each chapter of the related rules, to incorporate the amendments to the Staff Regulations, effective 1 January 1981, approved by the General Assembly in its resolution 35/214 and published separately in document ST/SGB/Staff Regulations/Rev.13.

19. New pages 13-14, 19, 23-28, 31-32, 45, 48, 51, 55-57, 64, 67-68, 77, 90, 111, 113-115a, 120-122 are transmitted herewith for insertion in the Staff Rules.



Kurt WALDHEIM
Secretary-General

Article III

SALARIES AND RELATED ALLOWANCES

REGULATION 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present regulations.

REGULATION 3.2: The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his recognized home country whose dependent child is in full-time attendance at a school, university, or similar educational institution of a type which will, in the opinion of the Secretary-General, facilitate the child's re-assimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be the sum of 75 per cent of the first \$3,000 of admissible educational expenses, 50 per cent of the next \$1,000 of such expenses and 25 per cent of the next \$1,000, up to a maximum grant of \$3,000. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist which provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General, but not in an amount exceeding the cost of such a journey between the home country and the duty station.

The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his own.

The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him/her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him/her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 75 per cent of the educational expenses actually incurred up to \$5,000, subject to a maximum grant of \$3,750.

The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

REGULATION 3.3: (a) *An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff engaged at locality rates.*

(b) (i) *The assessment shall be calculated at the following rates for staff whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:*

Total assessable payments (US dollars)	Assessment (per cent)	
	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First \$16,000 per year	14.7	19.4
Next \$4,000 per year	31	36
Next \$4,000 per year	34	39.1
Next \$4,000 per year	37	42.1
Next \$5,000 per year	39	44.7
Next \$5,000 per year	42	47.7
Next \$5,000 per year	44	49.9
Next \$6,000 per year	47	52.6
Next \$6,000 per year	50	55.5
Next \$6,000 per year	52	57.5
Next \$7,000 per year	53.5	58.9
Next \$7,000 per year	55	59.9
Next \$7,000 per year	56	60.9
Next \$8,000 per year	57	62.1
Remaining assessable payments .	59	64.5

(ii) *The assessment shall be calculated at the following rates for staff whose salary rates are established under paragraph 7 of annex I to the present Regulations:*

Total assessable payments (US dollars)	Assessment (per cent)
First \$2,000 per year	7
Next \$2,000 per year	11
Next \$2,000 per year	15
Next \$2,000 per year	19
Next \$4,000 per year	22
Next \$4,000 per year	25
Next \$4,000 per year	28
Next \$6,000 per year	32
Next \$6,000 per year	35
Next \$6,000 per year	38
Next \$8,000 per year	41
Remaining assessable payments	43

- (b) (i) The rate of post adjustment shown on the schedules for staff members with dependants shall apply to a staff member if his or her spouse is recognized as a dependant under rule 103.24 or if it is recognized that the staff member provides substantial and continuing support of one or more of his or her children.
- (ii) Where both husband and wife are staff members in the Professional category or above, post adjustment shall be paid to each at the single rate unless they have a dependent child or children. In that case the dependency rate of post adjustment shall be paid to the spouse having the higher salary level and the single rate of post adjustment to the other spouse.
- (iii) The higher rate of post adjustment shall be paid in accordance with the above provisions, regardless of where the dependants reside.

(c) The schedules of post adjustments referred to in paragraph (a) above shall be applied to each duty station according to the classification established for the purpose.

(d) While the salary of a staff member is normally subject to the post adjustment of his or her duty station during assignments for one year or more, alternative arrangements may be made by the Secretary-General under the following circumstances:

- (i) A staff member who is assigned to a duty station classified lower in the schedule of post adjustments than the duty station in which the staff member has been serving may continue to receive for a reasonable period the post adjustment applicable to the latter while the members of his or her immediate family (spouse and children) remain at that duty station.
- (ii) When a staff member is assigned to a duty station for less than one year, the Secretary-General shall decide at that time whether to apply the post adjustment applicable to the duty station and, if appropriate, to pay installation grant under rule 107.20 and assignment allowance under rule 103.22 or, in lieu of the above, to authorize appropriate subsistence payments.
- (iii) When the Secretary-General designates an assignment as a special mission assignment under rule 103.21 (a), with provision for mission subsistence allowance, the post adjustment for the mission area will not be applicable.

(e) At duty stations where the average rental cost used in calculating the post adjustment index is based on the cost of housing provided by the United Nations, by the Government or by a related institution, staff members who have to rent housing accommodation at substantially higher commercial rates will be paid a supplement to the post adjustment in the form of a rental subsidy under conditions established by the Secretary-General.

Rule 103.8

SALARY AND WAGE INCREMENTS

(a) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Secretary-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.

(b) Notwithstanding paragraph (a) of this rule, in the absence of exceptional circumstances, staff members holding probationary appointments shall become eligible for a second salary increment only after they have been granted permanent or regular appointments or if their probationary periods have been extended. Salary increments granted under this paragraph shall become effective in accordance with the provisions of paragraph (c) hereunder.

(c) Salary and wage increments shall be effective on the first day of the pay period in which the service requirements are completed, provided that the period of service may be shortened to meet the requirements of rule 103.9 and that such increments shall not be effective earlier than the first day of the pay period in which a staff member returns to pay status from a period of leave without pay. No increment shall be paid in the case of staff members whose services will cease during the month in which the increment would otherwise have been due.

(d) If a staff member with satisfactory service is changed to a lower salary level, the period of service since the last increment shall be credited towards the next increment within the lower level. If a staff member whose service has not been satisfactory is changed to a lower salary level, the staff member's eligibility for salary increment in the lower level will be based on satisfactory service in the lower level.

Rule 103.9

SALARY POLICY IN PROMOTIONS

Staff members receiving promotions shall be paid in accordance with the following provisions:

- (i) During the first year following promotion a staff member in continuous service shall receive in salary the amount of one full step in the level to which the staff member has been promoted more than

- (iii) Upon separation from service, where final settlement of pay accounts cannot be made at the time of departure, subject to the advance not exceeding 80 per cent of the estimated final net payments due;
- (iv) In cases where new staff members arrive without sufficient funds, in such amount as the Secretary-General may deem appropriate;
- (v) Upon change of official duty station or detail to mission duty, in such amounts as the Secretary-General may deem appropriate.

(b) The Secretary-General may, in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing, authorize an advance for any reason other than those enumerated above.

(c) Salary advances other than those referred to in subparagraphs (a) (i), (ii) and (iii) above shall be liquidated at a constant rate as determined at the time the advance is authorized, in consecutive pay periods, commencing not later than the period following that in which the advance is made.

Rule 103.15

RETROACTIVITY OF PAYMENTS

A staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless the staff member has made written claim:

- (i) In the case of the cancellation or modification of the staff rule governing eligibility, within three months following the date of such cancellation or modification;
- (ii) In every other case, within one year following the date on which the staff member would have been entitled to the initial payment.

Rule 103.16

PENSIONABLE REMUNERATION

(a) The pensionable remuneration of a staff member shall, except as provided in paragraph (c) below, be in accordance with articles 1 (p) and 55 of the Regulations of the United Nations Joint Staff Pension Fund.

(b) The pensionable remuneration of staff members in the Field Service category shall be established in the same manner as for staff in the Professional and higher categories.

(c) Where a promotion from the General Service category to the Professional category would result in a reduction of the pensionable remuneration used for computing the final average remuneration, the level of pensionable remuneration reached prior to the promotion shall be maintained until it is surpassed by that applicable to the staff member's grade and step in the Professional category. Contributions payable in accordance with article

25 of the Regulations of the United Nations Joint Staff Pension Fund shall be based either on:

- (i) The pensionable remuneration of the staff member used to determine such contributions at the time of promotion; or
- (ii) The pensionable remuneration applicable to the staff member's grade and step in the Professional category,

whichever is higher.

Rule 103.17

STAFF ASSESSMENT

(a) In application of the staff assessment plan under staff regulation 3.3,

- (i) Salaries for staff members in the Professional and higher categories and for Field Service personnel shall be subject to the assessment rates specified in paragraph (b) (i) of that regulation;
- (ii) Salaries or wages for staff members in the General Service category, for Manual Workers and for locally recruited mission personnel shall be subject to the assessment rates specified in paragraph (b) (ii) of that regulation.

(b) The dependency rates of staff assessment under staff regulation 3.3

(b) (i) shall apply when:

- (i) The staff member's spouse is recognized as a dependant under rule 103.24; or
- (ii) The staff member provides substantial and continuing support to one or more of his or her children.

(c) Where both husband and wife are staff members whose salaries are subject to the staff assessment rates specified in staff regulation 3.3 (b) (i), staff assessment shall apply to each at the single rate. If they have a dependent child or children, the dependency rate shall apply to the spouse having the higher salary level and the single rate to the other spouse.

Rule 103.18

DEDUCTIONS AND CONTRIBUTIONS

(a) There shall be deducted, each pay period, from the total payments due to each staff member:

- (i) Staff assessment, at the rates and subject to the conditions prescribed in staff regulation 3.3 and rule 103.17;
- (ii) Contributions to the United Nations Joint Staff Pension Fund in accordance with article 25 of the Regulations of the United Nations Joint Staff Pension Fund and rule 103.16.

(b) Deductions from salaries, wages and other emoluments may also be made for the following purposes:

- (i) For contributions, other than to the United Nations Joint Staff Pension Fund, for which provision is made under these Rules;
- (ii) For indebtedness to the United Nations;
- (iii) For indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General;
- (iv) For lodging provided by the United Nations, by a Government or by a related institution.

Rule 103.19

(Cancelled)

Rule 103.20

EDUCATION GRANT

Definitions

(a) For the purposes of this rule:

- (i) "Child" means a child of a staff member who is dependent upon the staff member for main and continuing support. "Disabled child" means a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability.
- (ii) "Home country" means the country of home leave of the staff member under rule 105.3. If both parents are eligible staff members, "home country" means the country of home leave of either parent.
- (iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Eligibility

(b) A staff member who is regarded as an international recruit under rule 104.7, and whose duty station is outside his or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded under rule 104.6 as a local recruit at his or her normal official duty station. The grant shall not, however, be payable in respect of:

- (i) Attendance at a kindergarten or nursery school at the pre-primary level;
- (ii) Attendance at a free school or one charging only nominal fees at the duty station;

- (iii) (Cancelled)
- (iv) Correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;
- (v) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available;
- (vi) Vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.

(c) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier. The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(d) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

- (i) Where the institution provides board for the child, the sum of 75 per cent of the first \$3,000 of the cost of attendance and board, 50 per cent of the next \$1,000 and 25 per cent of the next \$1,000, up to a maximum grant of \$3,000 a year.
- (ii) Where the institution does not provide board, \$1,100 plus the sum of 75 per cent of the first \$1,533 of the cost of attendance, 50 per cent of the next \$1,000 and 25 per cent of the next \$1,000, up to a maximum grant of \$3,000 a year.

(e) In the case of attendance at an educational institution at the duty station:

- (i) The amount of the grant shall be the sum of 75 per cent of the first \$3,000 of the cost of attendance, 50 per cent of the next \$1,000 and 25 per cent of the next \$1,000, up to a maximum grant of \$3,000 a year;
- (ii) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in paragraph (d) above.

(f) Where attendance is for less than two thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.

(g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full scholastic year.

Travel

(h) A staff member to whom an education grant is payable under paragraph (d) or under subparagraph (e) (ii) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, provided that:

- (i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;
- (ii) Where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;
- (iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

However, in the case of staff members serving at designated duty stations, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave.

Tuition of the mother tongue

(i) The Secretary-General will decide in each case whether the education grant shall be paid for tuition of the mother tongue under the second paragraph of staff regulation 3.2.

Claims

(j) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.

Rates of exchange

(k) For the purpose of applying the scales of reimbursement set out in paragraphs (d) and (e) above, when the expenses incurred are in a currency other than the United States dollar, the rate of exchange to be used shall be whichever rate yields more units of the other currency: the United Nations operational rate of exchange in effect on 1 January 1977 or on the date when the reimbursement is made.

Special education grant for disabled children

(l) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(m) The amount of the grant shall be 75 per cent of the educational expenses actually incurred up to \$5,000 per year, the maximum grant thus being \$3,750. If the disabled child is eligible for the regular education grant, the total amount payable under the two types of grant shall not exceed \$3,750 per year. "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability.

(n) The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years.

(o) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

(p) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary-General regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

(q) The provision concerning the rates of exchange contained in paragraph (k) above shall also apply to the computation and payment of the special education grant for disabled children.

Rule 103.21

SALARY AND ALLOWANCES DURING MISSION ASSIGNMENTS

(a) The Secretary-General may designate special mission assignments, including assignments for periods of one year or more, during which a mission subsistence allowance shall be authorized in lieu of assignment allowance under rule 103.22, installation grant under rule 107.20 and any post adjustment to the area applicable under rule 103.7 (a). Where such a designation has been made, the mission subsistence allowance shall be payable to staff members recruited or assigned from outside the area of the mission, and the salaries of staff members assigned from another duty station shall continue to be subject to the post adjustment, if any, applicable at the duty station from which the staff members were assigned.

(b) The Secretary-General shall set the rates and conditions for the mission subsistence allowance payable on each such assignment. Eligible staff members who have a dependent spouse or one or more dependent

(c) Staff members shall be responsible for notifying the Secretary-General in writing of claims for dependency allowance and may be required to support such claims by documentary evidence satisfactory to the Secretary-General. They shall be responsible for reporting to the Secretary-General any change in the status of a dependant affecting the payment of this allowance.

(d) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister, and such payment shall not be made when a payment is being made for a dependent spouse.

Rule 103.24

DEFINITION OF DEPENDENCY

For the purposes of the Staff Regulations and Staff Rules:

(a) A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse's place of work, provided that, in the case of staff in the Professional category or above, the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G-2, step I, for New York).

(b) A "dependent child" shall be:

- (i) A staff member's natural or legally adopted child, or
- (ii) A staff member's step-child, if residing with the staff member

under the age of 18 years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of 21 years, for whom the staff member provides main and continuing support. The Secretary-General shall establish special conditions under which other children, who fulfil the age, school attendance and support requirements indicated above, may be regarded as dependent children of a staff member. If a child over the age of 18 years is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.

A staff member claiming a child as dependent must certify that he or she provides main and continuing support. This certificate must be supported by documentary evidence satisfactory to the Secretary-General, if a child:

- (i) Does not reside with the staff member because of divorce or legal separation of the staff member;
- (ii) Is married; or
- (iii) Is regarded as a dependant under the special conditions referred to above.

(c) A secondary dependant shall be the father, mother, brother or sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.

Article V

ANNUAL AND SPECIAL LEAVE

REGULATION 5.1: Staff members shall be allowed appropriate annual leave.

REGULATION 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

REGULATION 5.3: Eligible staff members shall be granted home leave once in every two years. However, in the case of service at designated duty stations having very difficult or difficult conditions of life and work, eligible staff members shall be granted, respectively, home leave once in every 12 months and once in every 18 months. A staff member whose home country is the country of his official duty station or who continues to reside in his home country while performing his official duties shall not be eligible for home leave.

Chapter V
ANNUAL AND SPECIAL LEAVE

Rule 105.1

ANNUAL LEAVE

(a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of paragraph *(f)* below, and of rule 105.2 *(c)* and provided that no leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under rule 106.4

(b) Annual leave may be taken in units of days and half-days. All arrangements as to leave shall be subject to the exigencies of the service, which may require that leave be taken by a staff member during a period designated by the Secretary-General. Leave may be taken only when authorized, but the personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.

(c) Annual leave may be accumulated, provided that not more than 12 weeks of such leave shall be carried forward beyond 1 January of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.

(d) Any absence from duty not specifically covered by other provisions in these rules shall be charged to the staff member's accrued annual leave, if any; if the staff member has no accrued annual leave, it shall be considered as unauthorized, and pay and allowances shall cease for the period of such absence.

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Rule 105.2

SPECIAL LEAVE

(a) Special leave, with full or partial pay or without pay, may be granted for advanced study or research in the interest of the United Nations, in cases of extended illness or for other important reasons for such period as the Secretary-General may prescribe.

(b) A staff member, other than one recruited specifically for a mission, who has completed one year of satisfactory probationary service or who has a permanent or regular appointment and who is called upon to serve in the armed forces of the State of which the staff member is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service, in accordance with terms and conditions set forth in appendix C.

(c) Staff members shall not accrue service credits towards sick, annual and home leave, salary increment, seniority, termination indemnity and repatriation grant during periods of special leave with partial pay or without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

Rule 105.3

HOME LEAVE

(a) Staff members, other than those considered as local recruits under rule 104.6 or excluded from home leave under rule 104.7, who are serving outside their home country and who are otherwise eligible shall be entitled once in every two years of qualifying service to visit their home country at United Nations expense for the purpose of spending in that country a substantial period of annual leave. Leave taken for this purpose and under the terms and conditions set forth in this rule shall hereinafter be referred to as home leave.

(b) A staff member shall be eligible for home leave provided the following conditions are fulfilled:

- (i) While performing his or her official duties the staff member continues to reside in a country other than that of which he or she is a national, or, in the case of a staff member who is a native of a non-metropolitan territory of the country of the duty station and who maintained his or her normal residence in such non-metropolitan territory prior to appointment, he or she continues to reside, while performing his or her official duties, outside such territory;
- (ii) The staff member's service is expected by the Secretary-General to continue at least six months beyond the date of his or her return from any proposed home leave, on the understanding that, in the case of the first home leave, the staff member's service is also

(l) A staff member travelling on home leave shall be required to spend a substantial period of leave in his or her home country. The Secretary-General may request a staff member, on his or her return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

(m) Under the terms and conditions established by the Secretary-General, eligible staff members serving at designated duty stations having very difficult or difficult conditions of life and work shall be granted, respectively, home leave once in every 12 months and once in every 18 months.

Chapter VI

SOCIAL SECURITY

Rule 106.1

PARTICIPATION IN THE PENSION FUND

Staff members whose appointments are for one year or longer or who complete one year of service under shorter appointments without an interruption of more than 30 days shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 106.2

SICK LEAVE

(a) Staff members who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:

- (i) All sick leave must be approved on behalf of the Secretary-General.
- (ii) A staff member holding a fixed-term appointment for less than one year shall be granted sick leave credit at the rate of 2 working days per month of contractual service.
- (iii) A staff member holding a probationary appointment or a fixed-term appointment of one year or longer but less than five years shall be granted sick leave up to three months on full salary and three months on half salary in any period of 12 consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed 18 months, nine months on full salary and nine months on half salary.
- (iv) A staff member who holds a permanent, regular or indefinite appointment, who holds a fixed-term appointment for five years or who has completed five years of continuous service shall be granted sick leave up to nine months on full salary and nine months on half salary in any period of four consecutive years.
- (v) Staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury. Where practicable, they should, before absenting themselves, report to the United Nations Medical Officer.
- (vi) Except with the approval of the Secretary-General, no staff member may be granted sick leave for a period of more than three

consecutive working days without producing a certificate from a duly qualified medical practitioner to the effect that the staff member is unable to perform his or her duties and stating the nature of the illness and the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member.

- (vii) After a staff member has taken periods of uncertified sick leave totalling seven working days within a calendar year, any further absence from duty within that year shall either be supported by a medical certificate or deducted from annual leave or charged as special leave without pay.
- (viii) A staff member may be required at any time to submit a medical certificate as to his or her condition or to undergo examination by a medical practitioner named by the Secretary-General. Further sick leave may be refused or the unused portion withdrawn, if the Secretary-General is satisfied that the staff member is able to return to duty, provided that, if the staff member so requests, the matter shall be referred to an independent practitioner or a medical board acceptable to both the Secretary-General and the staff member.
- (ix) A staff member shall not, whilst on sick leave, leave the area of the duty station without the prior approval of the Secretary-General.

(b) When sickness of more than three consecutive working days occurs within a period of annual leave, including home leave, sick leave may be approved on production of an appropriate medical certificate or other satisfactory evidence. In such circumstances, a staff member should submit his or her request for sick leave together with supporting certificate or other evidence as soon as practicable, and in any event immediately on his or her return to duty.

(c) A staff member shall immediately notify the United Nations Medical Officer of any case of contagious disease occurring in his or her household or of any quarantine order affecting the household. A staff member who, as a result of these circumstances, is directed not to attend the office shall receive his or her full salary and other emoluments for the period of authorized absence.

(d) Entitlement to sick leave shall lapse on the final date of a staff member's appointment.

Rule 106.3

MATERNITY LEAVE

(a) A staff member shall be entitled to maternity leave in accordance with the following provisions:

- (i) The leave shall commence six weeks prior to the anticipated date of confinement upon production of a certificate from a duly qualified

medical practitioner indicating the anticipated date of confinement. However, at the staff member's request and upon production of a certificate from a duly qualified medical practitioner indicating that she is fit to continue to work, the absence may be permitted to commence less than six weeks but normally not less than three weeks before the anticipated date of confinement.

- (ii) The leave shall extend for a total period of sixteen weeks from the time it is granted. The post-confinement leave shall therefore extend for a period equivalent to sixteen weeks less the period between the commencement of the maternity leave and the actual date of confinement, subject to a minimum of ten weeks. However, the staff member, on request, may be permitted to return to work after the lapse of a minimum period of six weeks following confinement.
- (iii) The staff member shall receive maternity leave with full pay for the entire duration of her absence in accordance with (i) and (ii) above. However, if due to a miscalculation on the part of the medical practitioner or midwife as to the date of confinement the pre-confinement leave is more than six weeks, the staff member shall receive full pay to the actual date of confinement and will be allowed the minimum ten weeks of post-confinement leave as provided in (ii) above.

(b) (Cancelled)

(c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.

(d) (Cancelled)

(e) Annual leave shall accrue during the period of maternity leave, provided that the staff member returns to service for at least six months after the completion of maternity leave.

(f) (Cancelled)

Rule 106.4

COMPENSATION FOR DEATH, INJURY OR ILLNESS
ATTRIBUTABLE TO SERVICE

Staff members shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to these rules.

Rule 106.5

COMPENSATION FOR LOSS OR DAMAGE TO PERSONAL EFFECTS
ATTRIBUTABLE TO SERVICE

Staff members shall be entitled, within the limits and under terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

(b) Under subparagraphs (a) (i) and (ii) above, the United Nations shall pay the travel expenses of a staff member's eligible family members either from the place of recruitment or from the place of home leave. Should a staff member wish to bring any eligible family member to the official duty station from any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of travel from place of recruitment or home leave.

(c) Under subparagraph (a) (v) above, the United Nations shall pay the travel expenses of a staff member's eligible family members from the official duty station to the place to which the staff member is entitled to be returned in accordance with the provisions of rule 107.1. Where both husband and wife are staff members and either or both are entitled to the payment of travel expenses on separation from service, travel expenses shall be paid for each only upon their own separation from service. Where both spouses are entitled to return travel expenses, each staff member shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for a staff member while he or she remains in the service of the Organization.

Rule 107.3

OFFICIAL TRAVEL OF FAMILY MEMBERS—MISSION SERVICE

(a) Subject to the conditions laid down in these rules, the United Nations shall pay in the case of service with a mission, the travel expenses of a staff member's eligible family members to and from the mission area provided that:

- (i) The staff member is detailed, assigned or transferred from an established office or has been recruited specifically for the mission from outside the area of the mission;
- (ii) The staff member is detailed, assigned or transferred or appointed for an anticipated continuous period of not less than one year, or the staff member's assignment after a shorter period is extended so that the total anticipated period is not less than one year;
- (iii) The staff member's services are expected to continue in the mission area beyond six months after the beginning date of the family member's travel, and they are expected to remain in the mission area for the major part of the staff member's assignment;
- (iv) The Secretary-General has decided that there are no special circumstances or local conditions which make it undesirable for the staff member to be accompanied by his or her family members;
- (v) The staff member assumes responsibility for providing living accommodations for his or her family members.

(b) The provisions of paragraphs (b) and (c) of rule 107.2 shall apply to mission service, provided that, in the case of staff members detailed, assigned or transferred from an established office, travel shall normally be between the established office and the mission area.

Rule 107.4

LOSS OF ENTITLEMENT TO RETURN TRANSPORTATION

(a) A staff member who resigns before completing one year of service or within six months following the date of his or her return from travel on home leave or family visit shall not be entitled to payment of return travel expenses for himself or herself and family members unless, in the opinion of the Secretary-General, there are compelling reasons for authorizing such payment.

(b) Entitlement to return travel expenses shall cease if travel has not commenced within six months after the date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to return travel expenses, his or her entitlement shall not cease until six months after the date of separation of the other spouse.

Rule 107.5

ELIGIBLE FAMILY MEMBERS

(a) Eligible family members, for the purposes of official travel, shall be deemed to comprise a spouse and those children recognized as dependent under rule 103.24 (b). In addition, those children in respect of whom an education grant is payable, even though they are no longer recognized as dependent under staff rule 103.24 (b), shall be eligible for education grant travel.

(b) The Secretary-General may authorize payment of the travel expenses of a child for one trip either to the staff member's duty station or to his or her home country beyond the age when the dependency status of the child would otherwise cease under the relevant Staff Regulations and Staff Rules, either within one year or upon completion of the child's continuous full-time attendance at a university, when the attendance at the university commenced during the period of recognized dependency status.

(c) Notwithstanding rule 107.2 (a) (v) or rule 107.3, the Secretary-General may also authorize payment of the travel expenses for repatriation purposes of a former spouse.

Rule 107.6

AUTHORITY FOR TRAVEL

Before travel is undertaken it shall be authorized in writing. In exceptional cases, staff members may be authorized to travel on oral orders, but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorization before commencing travel.

(c) The mileage rate established by the Secretary-General shall be payable to only one of two or more persons travelling together on the same trip and in the same automobile.

(d) The total of mileage rate reimbursement and travel subsistence allowance which a staff member may claim in respect of a particular journey shall be limited to the maximum travel expenses to which he or she would have been entitled had the staff member and eligible family members travelled by the most economical route.

Rule 107.12

PURCHASE OF TICKETS

(a) Unless the staff member concerned is specifically authorized to make other arrangements, all tickets for transportation involving official travel of staff members and eligible family members shall be purchased by the United Nations in advance of the actual travel or, where circumstances so require, shall be secured by the staff member.

(b) When a staff member requests a standard of accommodation in excess of his or her entitlement under rule 107.10 or is authorized to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transportation as provided for under rule 107.9, the staff member shall be required to reimburse the United Nations for any additional costs thus incurred before the United Nations provides him or her with the necessary tickets.

Rule 107.13

TERMINAL EXPENSES

(a) For all official travel to or from the duty station, a staff member may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling up to \$12 in respect of himself or herself and up to \$4 in respect of each family member authorized to travel at United Nations expense. No expenses shall be reimbursable in respect of an intermediate stop

- (i) Which is not authorized;
- (ii) Which does not involve leaving the terminal; or
- (iii) Which is exclusively for the purpose of making an onward connexion.

Terminal expenses shall be deemed to include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under rule 107.19 (iii).

(b) (Cancelled)

(c) (Cancelled)

Rule 107.14

EXPENSES WHILE IN TRANSIT

(a) A staff member and his or her eligible family members authorized to travel by sea shall be entitled to a fixed amount to cover transit expenses equivalent to the amount of travel subsistence allowances that would have been payable in respect of the travel if the travel had been by air.

(b) When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in rules 107.15 through 107.18, and provided that, in the case of travel other than on official business, a maximum of three days' travel time shall be allowed in respect of any specific journey.

Rule 107.15

TRAVEL SUBSISTENCE ALLOWANCE

(a) Except as provided in rule 107.14 (a) and in paragraph (h) below, a staff member authorized to travel at United Nations expense shall receive an appropriate daily subsistence allowance in accordance with a schedule of rates established from time to time. Such established rates shall be subject to rule 107.16 and to reductions in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

(b) The Secretary-General may, in exceptional and compelling circumstances, authorize a reasonable increase in the travel subsistence allowance to be paid to a staff member who is required to accompany a senior official and whose official duties while in travel status require that his or her additional living expense be established at a rate substantially higher than that contemplated in setting the allowance rate for his or her level.

(c) Travel subsistence allowance shall be deemed to comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities, and other payments made for personal services rendered. Except as provided in rule 107.19, any expenditures incurred in excess of the allowance shall be borne by the staff member.

Payment of removal expenses from a place other than those specified may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as the Secretary-General deems appropriate. No expenses shall be paid for removing a staff member's personal effects and household goods from one residence to another at the duty station.

(c) Under subparagraph (a) (iv) above, the United Nations shall pay the expenses of removing a staff member's personal effects and household goods from the official duty station to any one place to which the staff member is entitled to be returned in accordance with the provisions of rule 107.1 or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as the Secretary-General deems appropriate, provided that the effects and goods were in the staff member's possession at the time of separation from service and are being transported for his or her own use.

(d) Payment by the United Nations of removal expenses shall be subject to the following conditions:

- (i) The maximum weight and volume for which entitlement to removal at United Nations expense exists shall be 4,890 kg (10,800 lb.) or 30.50 cubic meters (1,080 cubic feet), inclusive of packing crates and lift vans, for a staff member without a spouse or dependent child and 8,150 kg (18,000 lb.) or 51 cubic meters (1,800 cubic feet) for a staff member with a spouse or dependent child residing at the official duty station. Higher maxima may be authorized if the staff member presents convincing evidence that his or her normal and necessary personal effects and household goods to be removed exceed those limits;
- (ii) For the purposes of unaccompanied shipments and removal, personal effects and household goods shall include all effects and goods normally required for personal or household use provided that animals, boats, automobiles, motor cycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods;
- (iii) Shipments under this rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments within the limits of the authorized weight or volume will be reimbursed, but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment;
- (iv) Transportation of personal effects and household goods shall be by the most economical means, as determined by the Secretary-General, taking into account costs allowable under subparagraph (d) (iii) above;
- (v) In addition to the removal expenses under this rule, the cost of transporting a privately owned automobile to a duty station may be

partially reimbursed under conditions established by the Secretary-General, provided that the duty station to which the automobile is transported is one of the duty stations designated for that purpose and that the assignment of the staff member to the duty station is expected to be for a period of two years or more or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more.

(e) Removal costs shall not be payable under this rule in the case of mission service.

(f) Where both husband and wife are staff members and each is entitled to removal of personal effects and household goods or to unaccompanied shipment under rule 107.21 (f), the maximum weight or volume that may be removed at United Nations expense for both of them shall be that provided for a staff member with a spouse or dependent child residing at the official duty station.

(g) When an internationally recruited staff member is assigned to a duty station where an assignment allowance, rather than payment of removal costs, is authorized, the United Nations shall pay the costs for the storage of personal effects and household goods and other pertinent charges, including the cost of insurance up to a maximum of \$25,000 for a staff member without a spouse or dependent child and \$40,000 for a staff member with a spouse or dependent child, provided that:

- (i) The staff member is assigned from a duty station to which he or she enjoyed removal entitlement under paragraph (a) above or would have enjoyed such entitlement had the staff member been recruited from outside the area of the duty station;
- (ii) The staff member is expected to return to the same duty station within five years;
- (iii) The quantity of personal effects and household goods stored does not exceed the difference between the maximum allowance under paragraph (d) above and the amount actually shipped under rule 107.21. The maximum insurance value shall be reduced accordingly.

In no event shall storage charges be paid beyond the five-year period following the date of assignment. Such charges shall not be paid in the case of mission or other assignments not involving a change of official duty station.

Rule 107.28

LOSS OF ENTITLEMENT TO UNACCOMPANIED SHIPMENT OR REMOVAL EXPENSES

(a) A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses under rule 107.27 above.

(b) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Secretariat, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave without pay or in partial pay, but full months of any such periods exceeding one calendar month shall not be credited as service for indemnity purposes; periods of less than one calendar month shall not affect the ordinary rates of accrual.

(c) Termination indemnity shall not be paid to any staff member who, upon separation from service, will receive a retirement benefit under Article 29 of the United Nations Joint Staff Pension Fund Regulations or compensation for total disability under rule 106.4.

Rule 109.5

REPATRIATION GRANT

Payment of repatriation grants under regulation 9.4 and annex IV to the Staff Regulations shall be subject to the following conditions and definitions:

(a) "Obligation to repatriate", as used in annex IV to the Staff Regulations, shall mean the obligation to return a staff member and his or her spouse and dependent children, upon separation, at the expense of the United Nations, to a place outside the country of his or her duty station.

(b) "Home country", as used in annex IV to the Staff Regulations, shall mean the country of home-leave entitlement under rule 105.3 or such other country as the Secretary-General may determine.

(c) Continuous service away from the staff member's home country shall, for the purposes of this rule, exclude service before 1 January 1951. If at any time the staff member was considered to have acquired permanent residence in the country of his or her duty station and subsequently changed from such status, the staff member's continuous service will be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave without pay or in partial pay, but full months of any such periods shall not be credited as service for the purpose of calculating the amount of the grant payable; periods of less than one calendar month shall not affect the ordinary rates of accrual.

(d) Payment of the repatriation grant shall be subject to the provision by the former staff member of evidence of relocation away from the country of the last duty station. Evidence of relocation shall be constituted by documentary evidence that the former staff member has established residence in a country other than that of the last duty station.

(e) Entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the effective date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to repatriation grant, his or 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.

(f) (Cancelled)

(g) Payment of the repatriation grant shall be calculated on the basis of the staff member's pensionable remuneration, the amount of which, exclusive of non-resident's allowance or language allowance, if any, shall be subject to staff assessment according to the applicable schedule of rates set forth in staff regulation 3.3 (b).

(h) Payment shall be at the rates specified in annex IV to the Staff Regulations.

(i) No payments shall be made to local recruits under rule 104.6 to a staff member who abandons his or her post or to any staff member who is residing at the time of separation in his or her home country while performing official duties. A staff member who, after service at a duty station outside his or her home country, has served at a duty station within that country may be paid on separation, subject to paragraph (d) above, a full or partial repatriation grant at the discretion of the Secretary-General.

(j) A dependent child, for the purpose of repatriation grant, shall mean a child recognized as dependent under rule 103.24 (b) at the time of the staff member's separation from service. The repatriation grant shall be paid at the rate for a staff member with a spouse or dependent child to eligible staff members regardless of the place of residence of the spouse or dependent child.

(k) Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, payment shall be made to each, at single rates, according to their respective entitlements, provided that, where dependent children are recognized, the first parent to be separated may claim payment at the rate applicable to a staff member with a spouse or dependent child. In this event, the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto, or, if eligible, at the rate applicable to a staff member with a spouse or dependent child for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

(l) Loss of entitlement to payment of return travel expenses under rule 107.4 shall not affect a staff member's eligibility for payment of the repatriation grant.

(m) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving spouse or one or more dependent children whom the United Nations is obligated to return to their home country. If there is one such survivor, payment shall be made at the single

ANNEXES TO THE STAFF REGULATIONS

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. *The Administrator of the United Nations Development Programme, having the status equivalent to that of the executive head of a major specialized agency, shall receive a salary of \$US125,400 per year; the Director-General for Development and International Economic Co-operation shall receive a salary of \$US125,400 per year; and Under-Secretary-General shall receive a salary of \$US96,765 per year; and an Assistant Secretary-General shall receive a salary of \$US85,864 per year, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances which are available to staff members generally.*

2. *The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to the Director-General for Development and International Economic Co-operation, to Under-Secretaries-General and Assistant Secretaries-General to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. The maximum amount of such payments is to be determined in the programme budget by the General Assembly.*

3. *Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Director and Principal Officer category and in the Professional category shall be as shown in the present annex.*

4. *Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increment above step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to 10 months and 20 months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.*

5. *The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Directors and, where offices are away from Headquarters, to their heads, to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the annual budget by the General Assembly.*

6. *The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel, and to Technical Assistance experts.*

7. *The Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wage rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the local area.*

8. *The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.*

9. *In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment. Their amounts shall be as shown in the present annex.*

10. *No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.*

SALARY SCALES FOR PROFESSIONAL AND HIGHER CATEGORIES
showing annual gross and the net equivalent after application of staff assessment
(In US dollars) Effective 1 January 1981

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG Gross ..	96,765.00			70,908.00	72,927.00								
Net D ..	55,076.65			43,051.95	43,941.60	44,850.15							
Net S ..	50,011.58					41,009.73							
Assistant Secretary-General													
ASG Gross ..	85,864.00			61,342.00	63,193.00	64,998.00	66,755.00						
Net D ..	50,524.52			37,809.12	38,672.88	39,537.03	40,397.75	41,237.07	42,054.08				
Net S ..	46,042.46			34,768.10	35,532.68	36,297.57	37,058.33	37,800.18	38,522.31				
Director													
D-2 Gross ..	67,009.00	68,931.00	70,908.00	72,927.00									
Net D ..	42,172.19	43,051.95	43,941.60	44,850.15									
Net S ..	38,626.70	39,407.34	40,200.11	41,009.73									
Principal Officer													
D-1 Gross ..	55,919.00	57,732.00	59,531.00	61,342.00	63,193.00	64,998.00	66,755.00						
Net D ..	33,939.12	37,809.12	38,672.88	39,537.03	40,397.75	41,237.07	42,054.08						
Net S ..	33,997.58	34,768.10	35,532.68	36,297.57	37,058.33	37,800.18	38,522.31						
Senior Officer													
P-5 Gross ..	48,661.00	50,086.00	51,495.00	52,856.00	54,218.00	55,605.00	57,005.00	58,405.00	59,818.00	61,231.00			
Net D ..	33,318.33	34,041.00	34,745.50	35,426.00	36,107.00	36,788.40	37,460.40	38,132.40	38,810.64	39,485.42			
Net S ..	30,776.32	31,420.27	32,047.28	32,652.92	33,259.01	33,864.13	34,459.13	35,054.13	35,654.65	36,251.95			
First Officer													
P-4 Gross ..	38,167.00	39,398.00	40,630.00	41,862.00	43,101.00	44,367.00	45,627.00	46,887.00	48,211.00	49,547.00	50,884.00	52,173.00	
Net D ..	27,611.52	28,300.88	28,990.80	29,680.72	30,371.53	31,042.51	31,710.31	32,378.11	33,079.83	33,771.50	34,440.00	35,084.50	
Net S ..	25,671.67	26,288.40	26,905.63	27,522.87	28,140.88	28,740.96	29,338.20	29,935.44	30,563.02	31,180.42	31,775.38	32,348.99	
Second Officer													
P-3 Gross ..	30,518.00	31,589.00	32,648.00	33,713.00	34,814.00	35,939.00	37,055.00	38,157.00	39,202.00	40,237.00	41,282.00	42,315.00	43,375.00
Net D ..	23,103.98	23,757.29	24,403.28	25,031.54	25,670.12	26,322.62	26,969.90	27,605.92	28,191.12	28,770.72	29,355.92	29,934.40	30,516.75
Net S ..	21,600.46	22,192.72	22,778.35	23,345.90	23,921.73	24,510.10	25,093.77	25,666.66	26,190.21	26,708.74	27,232.29	27,749.82	28,270.75
Associate Officer													
P-2 Gross ..	24,233.00	25,097.00	25,967.00	26,832.00	27,706.00	28,589.00	29,492.00	30,387.00	31,285.00	32,184.00	33,078.00		
Net D ..	19,194.79	19,739.11	20,287.21	20,832.16	21,382.78	21,927.29	22,478.12	23,024.07	23,571.85	24,120.24	24,663.24		
Net S ..	18,026.91	18,527.17	19,030.90	19,531.73	20,037.78	20,533.72	21,033.08	21,528.02	22,024.61	22,521.76	23,013.80		
Assistant Officer													
P-1 Gross ..	18,200.00	18,964.00	19,740.00	20,516.00	21,318.00	22,120.00	22,935.00	23,724.00	24,513.00	25,285.00			
Net D ..	15,166.00	15,693.16	16,228.60	16,748.56	17,277.88	17,807.20	18,345.10	18,865.84	19,371.19	19,857.55			
Net S ..	14,304.00	14,792.96	15,289.60	15,770.25	16,258.67	16,747.08	17,243.42	17,723.92	18,189.03	18,636.02			

D = Salary rates applicable to staff members with a dependent spouse or child.
S = Salary rates applicable to staff members with no dependent spouse or child.

Schedules of post adjustments (amount per index point in US dollars)

Effective 1 January 1981

(i) Additions (where cost of living is higher than at the base)

Level	Steps											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Under-Secretary-General												
USG D	454.19											
S	412.04											
Assistant Secretary-General												
ASG D	416.77											
S	379.37											
Director												
D-2 D	347.25	354.80	362.31	369.82								
S	318.40	324.91	331.73	338.24								
Principal Officer												
D-1 D	315.32	320.80	325.96	331.42	336.61	342.16	347.44					
S	290.33	295.35	299.78	304.49	308.95	313.76	318.56					
Senior Officer												
P-5 D	289.79	294.25	298.49	302.78	307.64	311.64	316.55	321.16	325.73	330.02		
S	267.75	271.75	275.52	279.31	283.70	286.94	291.36	295.46	299.28	303.39		
First Officer												
P-4 D	242.89	248.36	253.86	259.02	265.11	269.72	274.34	278.97	283.81	289.93	295.70	301.26
S	225.65	230.61	235.60	240.30	245.58	249.72	253.83	257.96	262.35	267.64	272.98	278.03
Second Officer												
P-3 D	203.93	209.79	215.03	220.02	225.58	231.16	237.00	242.60	247.34	251.80	256.53	260.99
S	190.21	195.56	200.31	204.77	209.84	214.89	220.26	225.35	229.59	233.54	238.06	242.00
Associate Officer												
P-2 D	169.42	174.53	179.03	183.88	188.67	193.50	198.32	202.84	207.66	212.49	217.00	
S	159.05	163.32	167.60	171.92	176.50	180.81	185.11	189.40	193.72	198.00	202.30	
Assistant Officer												
P-1 D	135.08	139.65	144.18	148.74	153.30	157.84	162.69	166.66	170.94	175.22		
S	126.91	131.23	135.53	139.84	144.16	148.19	152.50	156.24	160.29	164.03		

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

Schedules of post adjustments (amount per index point in US dollars) (continued)
(ii) Deductions (where cost of living is lower than at the base)

Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG D	440.37												
S	399.50												
Assistant Secretary-General													
ASG D	404.19												
S	367.96												
Director													
D-2 D	336.77	344.05	351.33	358.70									
S	308.72	315.14	321.60	328.07									
Principal Officer													
D-1 D	295.35	302.25	309.15	316.05	322.93	329.55	335.97						
S	271.97	278.14	284.26	290.38	296.46	302.31	308.01						
Senior Officer													
P-5 D	266.47	272.23	277.83	283.20	288.66	293.97	299.38	304.74	310.15	315.51			
S	246.20	251.36	256.35	261.16	266.04	270.73	275.55	280.33	285.10	289.91			
First Officer													
P-4 D	220.88	226.40	231.92	237.44	242.97	248.25	253.49	258.73	264.23	269.79	275.29	280.54	
S	205.18	210.17	215.16	220.15	225.09	229.84	234.54	239.24	244.18	249.14	254.08	258.78	
Second Officer													
P-3 D	184.83	190.05	195.22	200.25	205.35	210.57	215.75	220.84	225.52	230.16	234.84	239.47	244.12
S	172.47	177.22	181.91	186.47	191.11	195.85	200.54	205.14	209.36	213.54	217.80	221.97	226.15
Associate Officer													
P-2 D	153.39	157.91	162.29	166.65	171.06	175.41	179.82	184.19	188.57	192.95	197.30		
S	143.80	147.88	151.92	155.88	159.93	163.89	167.90	171.91	175.88	179.86	183.83		
Assistant Officer													
P-1 D	121.27	125.47	129.72	133.94	138.15	142.36	146.67	150.74	154.85	158.85			
S	114.10	118.02	122.00	125.94	129.82	133.66	137.59	141.33	145.12	148.76			

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

*Pensionable remuneration for Professional and higher categories and, for purposes
of separation payments, net equivalent after application of staff assessment*

(In US dollars) Effective 1 January 1981

Level	Steps											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Under-Secretary-General												
USG PR	114,047.00											
Net D ..	62,162.58											
Net S ..	56,146.96											
Assistant Secretary-General												
ASG PR	101,199.00											
Net D ..	56,894.72											
Net S ..	51,585.76											
Director												
D-2 PR	78,976.00	81,241.00	83,572.00	85,952.00								
Net D ..	41,659.36	42,652.32	43,606.84	44,567.34	45,548.62	46,490.02	47,400.84					
Net S ..	43,395.98	44,281.61	45,173.81	46,075.84								
Principal Officer												
D-1 PR	65,906.00	68,042.00	70,164.00	72,298.00	74,479.00	76,606.00	78,676.00					
Net D ..	41,659.36	42,652.32	43,606.84	44,567.34	45,548.62	46,490.02	47,400.84					
Net S ..	38,173.42	39,051.22	39,901.80	40,757.71	41,632.14	42,469.28	43,278.67					
Senior Officer												
P-5 PR	57,351.00	59,031.00	60,691.00	62,296.00	63,901.00	65,536.00	67,186.00	68,836.00	70,501.00	72,166.00		
Net D ..	37,626.58	38,433.11	39,229.91	39,980.88	40,727.22	41,487.51	42,254.78	43,009.50	43,758.77	44,508.03		
Net S ..	34,606.26	35,320.38	36,025.88	36,689.87	37,349.54	38,021.54	38,699.71	39,369.51	40,037.19	40,704.86		
First Officer												
P-4 PR	44,982.00	46,434.00	47,885.00	49,338.00	50,799.00	52,291.00	53,776.00	55,261.00	56,821.00	58,396.00	59,971.00	61,490.00
Net D ..	31,368.98	32,138.28	32,907.57	33,667.16	34,397.74	35,143.63	35,886.15	36,623.44	37,372.26	38,128.28	38,884.30	39,606.01
Net S ..	29,032.93	29,720.95	30,408.95	31,087.56	31,737.77	32,401.62	33,062.46	33,718.07	34,381.08	35,050.48	35,719.87	36,358.53
Second Officer												
P-3 PR	35,969.00	37,230.00	38,478.00	39,734.00	41,031.00	42,357.00	43,672.00	44,972.00	46,203.00	47,424.00	48,654.00	49,872.00
Net D ..	26,340.36	27,071.67	27,785.72	28,489.36	29,185.44	29,938.13	30,674.36	31,363.36	32,015.90	32,662.82	33,314.74	33,934.06
Net S ..	24,526.09	25,185.54	25,827.52	26,457.02	27,106.60	27,771.05	28,411.71	29,027.91	29,611.50	30,190.06	30,773.10	31,325.10
Associate Officer												
P-2 PR	28,560.00	29,579.00	30,604.00	31,624.00	32,654.00	33,694.00	34,759.00	35,814.00	36,872.00	37,932.00	38,985.00	
Net D ..	21,910.02	22,531.71	23,156.80	23,779.02	24,407.51	25,021.10	25,638.50	26,250.44	26,864.05	27,478.84	28,069.83	
Net S ..	20,518.06	21,081.66	21,648.34	22,212.41	22,782.18	23,336.48	23,893.21	24,445.01	24,998.32	25,552.69	26,081.69	
Assistant Officer												
P-1 PR	21,450.00	22,350.00	23,265.00	24,180.00	25,125.00	26,070.00	27,030.00	27,960.00	28,890.00	29,801.00		
Net D ..	17,365.35	17,959.35	18,563.27	19,161.77	19,757.13	20,352.50	20,957.31	21,543.23	22,111.33	22,666.81		
Net S ..	16,339.37	16,887.48	17,444.73	17,996.56	18,543.73	19,090.90	19,646.75	20,185.23	20,700.56	21,204.13		

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

Annex II

LETTERS OF APPOINTMENT

- (a) *The letter of appointment shall state:*
- (i) *That the appointment is subject to the provisions of the Staff Regulations and the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;*
 - (ii) *The nature of the appointment;*
 - (iii) *The date at which the staff member is required to enter upon his duties;*
 - (iv) *The period of appointment, the notice required to terminate it and period of probation, if any;*
 - (v) *The category, level, commencing rate of salary and, if increments are allowable, the scale of increments and the maximum attainable;*
 - (vi) *Any special conditions which may be applicable.*
- (b) *A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.*

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the United Nations, as follows:

<i>Years of continuous service away from home country</i>	<i>Staff member with a spouse or dependent child at time of separation</i>	<i>Staff member with neither a spouse nor a dependent child at time of separation</i>	
		<i>Professional and higher categories</i>	<i>General Service category</i>
<i>(Weeks of pensionable remuneration less staff assessment, where applicable)</i>			
<i>1</i>	<i>4</i>	<i>3</i>	<i>2</i>
<i>2</i>	<i>8</i>	<i>5</i>	<i>4</i>
<i>3</i>	<i>10</i>	<i>6</i>	<i>5</i>
<i>4</i>	<i>12</i>	<i>7</i>	<i>6</i>
<i>5</i>	<i>14</i>	<i>8</i>	<i>7</i>
<i>6</i>	<i>16</i>	<i>9</i>	<i>8</i>
<i>7</i>	<i>18</i>	<i>10</i>	<i>9</i>
<i>8</i>	<i>20</i>	<i>11</i>	<i>10</i>
<i>9</i>	<i>22</i>	<i>13</i>	<i>11</i>
<i>10</i>	<i>24</i>	<i>14</i>	<i>12</i>
<i>11</i>	<i>26</i>	<i>15</i>	<i>13</i>
<i>12 or more</i>	<i>28</i>	<i>16</i>	<i>14</i>

APPENDICES TO THE STAFF RULES

Appendix A

*Pensionable remuneration for Professional and higher categories and, for purposes of separation payments,
net equivalent after application of staff assessment*

(THIS SCHEDULE IS NOW INCORPORATED IN ANNEX I TO THE STAFF REGULATIONS)