

SECRETARY-GENERAL'S BULLETIN

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DEC 8 1982

To: Members of the staff

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 and 2, are hereby amended for the purposes described below.
2. Rules 109.4, Termination indemnity, 109.5, Repatriation grant, 109.8, Commutation of accrued annual leave, 109.10, Last day for pay purposes, are amended with effect from 1 January 1982 to implement the amendments concerning the basis for separation payments in respect of staff in the Professional and higher categories and in the Field Service category made in annexes III and IV to the Staff Regulations pursuant to General Assembly decision 36/459 of 18 December 1981.
3. Rule 101.3, Official holidays, is amended with effect from 1 January 1982 to increase the number of official holidays from eight to nine and to delete the provision which permitted absence from work of staff members on their national day.
4. Rule 104.3, Re-employment, is amended to allow prior service to be considered in cases of re-employment under a new appointment for the purpose of seniority.
5. Rule 107.1, Official travel of staff members, is amended with effect from 1 January 1981 to specify that the payment of travel expenses under paragraph (b) in respect of staff members serving at designated duty stations having very difficult or difficult conditions of life and work shall be subject to special conditions established by the Secretary-General.
6. Rule 109.2, Resignation, is amended to include a provision concerning the submission of resignation in person.

7. Changes are also made to the text of annexes III and IV to the Staff Regulations, which precedes the appendices to the Staff Rules, effective 1 January 1982, and which are published separately in document ST/SGB/Staff Regulations/Rev.14.

8. New pages 7, 35, 61, 88, 90 to 93, 115 to 116 and 117 to 120 are transmitted herewith for insertion in the Staff Rules.

A handwritten signature in black ink, appearing to read 'Javier Perez de Cuellar', with a long horizontal flourish extending to the right.

Javier PEREZ DE CUELLAR
Secretary-General

Chapter I

DUTIES, OBLIGATIONS AND PRIVILEGES

Rule 101.2

HOURS OF WORK

(a) Normal working hours at Headquarters shall be from 9.30 a.m. to 6 p.m., Monday through Friday, with an interruption of one hour for lunch. Exceptions may be made by the Secretary-General as the needs of the service may require.

(b) The Secretary-General shall set the normal working hours for each duty station away from Headquarters and notify the staff of these hours.

(c) A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

Rule 101.3

OFFICIAL HOLIDAYS

(a) Official holidays at Headquarters shall be New Year's Day (1 January), Washington's Birthday (third Monday in February), the Friday preceding Easter Sunday, Memorial Day (last Monday in May), Independence Day (4 July), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Christmas Day (25 December) and one further day during the Christmas season designated each year by the Secretary-General. If any such day occurs on a Saturday or Sunday, the preceding Friday shall be considered an official holiday in lieu of Saturday and the following Monday in lieu of Sunday.

(b) The Secretary-General shall set the official holidays for each duty station away from Headquarters and notify the staff of these holidays.

(c) (Cancelled)

Rule 101.4

CHANGE OF OFFICIAL DUTY STATION

A change of official duty station shall take place when a staff member is assigned from one office of the Organization to another for a fixed period

exceeding six months or transferred for an indefinite period. Detailment of a staff member from his or her official duty station for service with a United Nations mission or conference shall not constitute change of official duty station within the meaning of these Rules.

Rule 101.5

INTERAGENCY LOANS

The Secretary-General may loan the services of a staff member to a specialized agency or other intergovernmental organization, provided such loan in no way diminishes the right or entitlements of the staff member under his or her letter of appointment to the United Nations.

Rule 101.6

OUTSIDE ACTIVITIES AND INTERESTS

(a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Secretary-General.

(b) No staff member may be actively associated with the management of, or hold a financial interest in, any business concern if it were possible for the staff member to benefit from such association or financial interest by reason of his or her official position with the United Nations.

(c) A staff member who has occasion to deal in his or her official capacity with any matter involving a business concern in which he or she holds a financial interest shall disclose the measure of that interest to the Secretary-General.

(d) The mere holding of shares in a company shall not constitute a financial interest within the meaning of this rule unless such holding constitutes a substantial control.

(e) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, perform any one of the following acts, if such act relates to the purpose, activities, or interests of the United Nations.

- (i) Issue statements to the press, radio or other agencies of public information;
- (ii) Accept speaking engagements;
- (iii) Take part in film, theatre, radio or television productions;
- (iv) Submit articles, books or other material for publication.

Rule 101.7

(Cancelled)

Chapter IV

APPOINTMENT AND PROMOTION

Rule 104.1

LETTER OF APPOINTMENT

The letter of appointment granted to every staff member contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 104.2

EFFECTIVE DATE OF APPOINTMENT

(a) The appointment of every locally recruited staff member shall take effect from the date on which the staff member starts to perform his or her duties.

(b) The appointment of every staff member internationally recruited shall take effect from the date on which the staff member enters into official travel status to assume his or her duties or, if no official travel is involved, from the date on which the staff member starts to perform his or her duties.

Rule 104.3

RE-EMPLOYMENT

(a) A former staff member who is re-employed shall either be given a new appointment or, if he or she is re-employed within 12 months of being separated from service or within any longer period following retirement on disability under the Joint Staff Pension Fund Regulations, he or she may be reinstated in accordance with the provisions of paragraph (b) hereunder. If the former staff member is reinstated, it shall be so stipulated in his or her letter of appointment. If the former staff member is given a new appointment, its terms shall be fully applicable without regard to any period of former service. However, such former service shall be counted for the purpose of determining seniority in grade.

(b) On reinstatement the staff member's services shall be considered as having been continuous, and the staff member shall return to the United

Nations any monies he or she received on account of separation, including termination indemnity under rule 109.4, repatriation grant under rule 109.5 and payment for accrued annual leave under rule 109.8. The interval between separation and reinstatement shall be charged, to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay. The staff member's sick leave credit under rule 106.2 at the time of separation shall be re-established; the staff member's participation, if any, in the Joint Staff Pension Fund shall be governed by the Regulations of that fund.

Rule 104.4

NOTIFICATION BY STAFF MEMBERS AND OBLIGATION TO SUPPLY INFORMATION

(a) Staff members shall be responsible on appointment for supplying the Secretary-General with whatever information may be required for the purpose of determining their status under the Staff Regulations and Staff Rules or of completing administrative arrangements in connexion with their appointments.

(b) Staff members shall also be responsible for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations or Staff Rules.

(c) A staff member who intends to acquire permanent residence status in any country other than that of his or her nationality or who intends to change his or her nationality shall notify the Secretary-General of that intention before the change in residence status or in nationality becomes final.

(d) A staff member who is arrested, charged with an offence other than a minor traffic violation or summoned before a Court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Secretary-General.

(e) A staff member may at any time be required by the Secretary-General to supply information concerning facts anterior to his or her appointment and relevant to his or her suitability, or concerning facts relevant to his or her integrity, conduct and service as a staff member.

Rule 104.5

GEOGRAPHICAL DISTRIBUTION

Recruitment on as wide a geographical basis as possible, in accordance with the requirements of staff regulation 4.2, shall not apply to posts in the General Service category or in similar salary levels.

Rule 104.6

LOCAL RECRUITMENT

(a) The conditions under which staff members shall be regarded as local recruits for the purposes of these rules at each duty station, including missions, are set forth in appendix B.

(b) A staff member regarded as having been locally recruited shall not be eligible for the allowances or benefits indicated under rule 104.7.

Rule 104.7

INTERNATIONAL RECRUITMENT

(a) Staff members other than those regarded under rule 104.6 as having been locally recruited shall be considered as having been internationally recruited. The allowances and benefits in general available to internationally recruited staff members include: payment of travel expenses upon initial appointment and on separation for themselves and their spouses and dependent children, removal of household effects, non-resident's allowance, home leave, education grant and repatriation grant.

(b) Members of the Field Service and staff members recruited specifically for mission service shall not be eligible for non-resident's allowance or removal of household effects.

(c) A staff member who has changed his or her residential status in such a way that he or she may, in the opinion of the Secretary-General, be deemed to be a permanent resident of any country other than that of his or her nationality may lose entitlement to non-resident's allowance, home leave, education grant, repatriation grant and payment of travel expenses upon separation for the staff member and his or her spouse and dependent children and removal of household effects, based upon place of home leave, if the Secretary-General considers that the continuation of such entitlement would be contrary to the purposes for which the allowance or benefit was created. Conditions governing entitlement to international benefits in the light of residential status are shown in appendix B.

Rule 104.8

NATIONALITY

(a) In the application of Staff Regulations and Staff Rules, the United Nations shall not recognize more than one nationality for each staff member.

(b) When a staff member has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and these Rules shall be the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated.

Rule 104.9

(Cancelled)

Rule 104.10

FAMILY RELATIONSHIPS

(a) Except where another person equally well qualified cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: father mother, son, daughter, brother or sister.

(b) The husband or wife of a staff member may be appointed provided that he or she is fully qualified for the post for which he or she is being considered and that the spouse is not given any preference by virtue of the relationship to the staff member.

(c) A staff member who bears to another staff member any of the relationships specified in (a) and (b) above:

- (i) Shall not be assigned to serve in a post which is superior or subordinate in the line of authority to the staff member to whom he or she is related;
- (ii) Shall disqualify himself or herself from participating in the process of reaching or reviewing an administrative decision affecting the status or entitlements of the staff member to whom he or she is related.

(d) The marriage of one staff member to another shall not affect the contractual status of either spouse but their entitlements and other benefits shall be modified as provided in the relevant staff regulations and rules. The same modifications shall apply in the case of a staff member whose spouse is a staff member of another organization participating in the United Nations common system. Where both husband and wife are staff members and maintain separate households because they are assigned to different duty stations, the Secretary-General may decide to maintain such separate entitlements and benefits, provided that this is not inconsistent with any staff regulation or other decision of the General Assembly.

Rule 104.11

(Cancelled)

Rule 104.12

TEMPORARY APPOINTMENTS

On recruitment staff members may be granted one of the following types of temporary appointments: probationary appointment, fixed-term appointment, or indefinite appointment.

(a) *Probationary appointment*

The probationary appointment may be granted to persons under the age of 50 years who are recruited for career service. The period of probationary service under such an appointment shall normally be two years. In exceptional circumstances, it may be reduced or extended for not more than one additional year.

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 107.1

OFFICIAL TRAVEL OF STAFF MEMBERS

(a) Subject to the conditions laid down in these rules, the United Nations shall pay the travel expenses of a staff member under the following circumstances:

- (i) On initial appointment, provided the staff member is considered to have been internationally recruited under rule 104.7;
- (ii) When required to travel on official business;
- (iii) On change of official duty station, as defined in rule 101.4;
- (iv) On home leave, in accordance with the provisions of rule 105.3;
- (v) On family visit, in accordance with the provisions of paragraph (b) below;
- (vi) On separation from service, in accordance with the provisions of chapter IX of the Staff Regulations and Staff Rules;
- (vii) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses.

(b) Under subparagraph (a) (v) above, the United Nations may pay the travel expenses of a staff member to the place of recruitment, to the place of home leave or to the previous duty station for the purpose of visiting his or her eligible family members once every year in which the staff member's home leave does not fall due, provided that:

- (i) The staff member has completed not less than one year of continuous service at the duty station since the initial appointment or assignment or not less than nine months since departure on his or her last home leave journey;
- (ii) The staff member's service at the duty station is expected to continue at least six months beyond the date of return to the duty station;
- (iii) During the preceding twelve months, none of the eligible family members has been present with the staff member at the duty station after travel at United Nations expense except education grant travel.

Should a staff member wish to visit his or her eligible family members residing at 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 to the place of home leave. The Secretary-General may establish special conditions for payment of these travel expenses in respect of eligible

staff members serving at designated duty stations having very difficult or difficult conditions of life and work.

(c) Under subparagraph (a) (vi) above, the United Nations shall pay the travel expenses of a staff member to the place of recruitment or, if the staff member had a probationary appointment or an appointment for a period of two years or longer or had completed not less than two years of continuous service, to the place recognized as his or her home for the purpose of home leave under rule 105.3. Should a staff member, on separation, wish to go to 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 return transportation to the place of recruitment or home leave.

Rule 107.2

OFFICIAL TRAVEL OF FAMILY MEMBERS—ESTABLISHED OFFICES

(a) Subject to the conditions laid down in these rules, the United Nations shall pay, in the case of service at an established office, the travel expenses of a staff member's eligible family members under the following circumstances:

- (i) On the initial appointment of a staff member who is considered to have been internationally recruited, under the provisions of rule 104.7, provided the appointment is for a period of one year or longer or is a probationary appointment and provided the staff member's services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;
- (ii) Following completion by the staff member of not less than one year of continuous service, provided his or her services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;
- (iii) On change of official duty station, provided the services of the staff member at the new duty station are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;
- (iv) On home leave, in accordance with the provisions of rule 105.3;
- (v) On separation of a staff member from service, provided the staff member's appointment was for a period of one year or longer or the staff member had completed not less than one year of continuous service;
- (vi) On journeys approved in connexion with the education of a staff member's child;
- (vii) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;
- (viii) On travel of the spouse to the duty station, in lieu of the staff member's family visit travel under rule 107.1 (a) (v), subject to the same conditions as specified in rule 107.1 (b).

Chapter IX

SEPARATION FROM SERVICE

Rule 109.1

SPECIAL ADVISORY BOARD, DEFINITION OF TERMINATION, AND ABOLITION OF POSTS AND REDUCTION OF STAFF

(a) *Special Advisory Board*

The Special Advisory Board under staff regulation 9.1 (a) shall be composed of a Chairman appointed by the Secretary-General on the nomination of the President of the International Court of Justice and of four members appointed by the Secretary-General in agreement with the Staff Council.

(b) *Definition of termination*

A termination within the meaning of the Staff Regulations is a separation from service initiated by the Secretary-General, other than retirement at the age of 60 years or more or summary dismissal for serious misconduct.

(c) *Abolition of posts and reduction of staff*

- (i) Except as otherwise expressly provided in paragraph (b) below, if the necessities of the service require abolition of a post or reduction of the staff, and subject to the availability of suitable posts in which their services can be effectively utilized, staff members with permanent or regular appointments shall be retained in preference to those on all other types of appointments, and staff members with probationary appointments shall be retained in preference to those on fixed-term or indefinite appointments, provided that due regard shall be had in all cases to relative competence, to integrity and to length of service. Due regard shall also be had to nationality in the case of staff members with not more than five years of service and in the case of staff members who have changed their nationality within the preceding five years when the suitable posts available are subject to the principle of geographical distribution.
- (ii) (a) The provisions of paragraph (i) above in so far as they relate to locally recruited staff members shall be deemed to have been satisfied if such locally recruited staff members have received consideration for suitable posts available at their duty stations.

- (b) Staff members specifically recruited for service with a subsidiary organ of the United Nations which enjoys a special status in matters of appointment under a resolution of the General Assembly or as a result of an agreement entered into by the Secretary-General, such as the United Nations Children's Fund, the United Nations Development Programme, the United Nations Environment Programme, the United Nations Institute for Training and Research or the United Nations University, have no entitlement under this rule for consideration for posts outside the organ for which they were recruited.

Rule 109.2

RESIGNATION

(a) A resignation, within the meaning of the Staff Regulations, is a separation initiated by a staff member.

(b) Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by staff members having permanent appointments and 30 days' written notice of resignation by those having temporary appointments. The Secretary-General, however, may accept resignations on shorter notice.

(c) The Secretary-General may require the resignation to be submitted in person in order to be acceptable.

Rule 109.3

NOTICE OF TERMINATION

(a) A staff member whose permanent appointment is to be terminated shall be given not less than three months' written notice of such termination.

(b) A staff member whose temporary appointment is to be terminated shall be given not less than 30 days' written notice of such termination or such notice as may otherwise be stipulated in his or her letter of appointment.

(c) In lieu of these notice periods, the Secretary-General may authorize compensation calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.

Rule 109.4

TERMINATION INDEMNITY

(a) Payment of termination indemnity under staff regulation 9.3 and annex III to the Staff Regulations shall be calculated:

- (i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i),
- (ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any, and
- (iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including language allowance and non-resident's allowance, if any, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(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:

- (i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i),
- (ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any, and
- (iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including language allowance and non-resident's allowance, if any, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(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 rate; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.

Rule 109.6

RETIREMENT

Retirement under article 29 of the United Nations Joint Staff Pension Fund Regulations shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 109.7

EXPIRATION OF FIXED-TERM APPOINTMENTS

(a) A temporary appointment for a fixed term shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.

(b) Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 109.8

COMMUTATION OF ACCRUED ANNUAL LEAVE

If, upon separation from service, a staff member has accrued annual leave, the staff member shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 60 working days. The payment shall be calculated:

- (i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i),
- (ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any, and
- (iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including language allowance and non-resident's allowance, if any, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

Rule 109.9

RESTITUTION OF ADVANCE ANNUAL AND SICK LEAVE

Upon separation, a staff member who has taken advance annual or sick leave beyond that which he or she has subsequently accrued, shall make restitution for such advance leave by means of a cash refund or an offset against moneys due to the staff member from the United Nations, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if in the opinion of the Secretary-General there are exceptional or compelling reasons for so doing.

Rule 109.10

LAST DAY FOR PAY PURPOSES

- (a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:
 - (i) Upon resignation, the date shall be either the date of expiration of the notice period under rule 109.2 or such other date as the Secretary-General accepts. Staff members will be expected to perform their

duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave. Annual leave will be granted during the notice of resignation only for brief periods;

- (ii) Upon expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;
- (iii) Upon termination, the date shall be the date provided in the notice of termination;
- (iv) Upon retirement, the date shall be the date approved by the Secretary-General for retirement;
- (v) In the case of summary dismissal, the date shall be the date of dismissal;
- (vi) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the date shall be determined in accordance with the following schedule:

<i>Completed years of service in the Secretariat (as defined in rule 109.4)</i>	<i>Months of extension beyond date of death</i>
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse and dependent children. For staff in the Professional and higher categories, the payment shall be calculated on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). For staff in the Field Service category, the payment shall be calculated on the basis of the staff member's gross salary, adjusted by the movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any. For staff in the General Service and related categories, the payment shall be calculated on the basis of the staff member's pensionable remuneration, including language allowance and non-resident's allowance, if any, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone. All other entitlements and accrual of benefits shall cease as of the date of death.

(b) When an internationally recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under subparagraphs (a) (i), (ii) or (iii) above or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from the duty station to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a).

Rule 109.11

CERTIFICATION OF SERVICE

Any staff member who so requests shall, on leaving the service of the United Nations, be given a statement relating to the nature of his or her duties and the length of service. On the staff member's written request, the statement shall also refer to the quality of his or her work and his or her official conduct.

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	Steps												
	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	201.68	
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.

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 III

TERMINATION INDEMNITY

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b), (c) and (e) below and in regulation 9.3 (b), the termination indemnity shall be paid in accordance with the following schedule:

		<i>Months of gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment, where applicable¹ or</i>	
		<i>Months of pensionable remuneration less staff assessment, where applicable²</i>	
<i>Completed years of service</i>	<i>Permanent appointments</i>	<i>Temporary appointments which are not for a fixed term</i>	<i>Temporary appointments for a fixed term exceeding six months</i>
<i>Less than 1 ...</i>	<i>Not applicable</i>	<i>Nil</i>	} <i>One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay</i>
<i>1</i>	<i>Not applicable</i>	<i>1</i>	
<i>2</i>	<i>3</i>	<i>1</i>	
<i>3</i>	<i>3</i>	<i>2</i>	
<i>4</i>	<i>4</i>	<i>3</i>	
<i>5</i>	<i>5</i>	<i>4</i>	}
<i>6</i>	<i>6</i>	<i>5</i>	
<i>7</i>	<i>7</i>	<i>6</i>	
<i>8</i>	<i>8</i>	<i>7</i>	
<i>9</i>	<i>9</i>	<i>9</i>	
<i>10</i>	<i>9.5</i>	<i>9.5</i>	
<i>11</i>	<i>10</i>	<i>10</i>	
<i>12</i>	<i>10.5</i>	<i>10.5</i>	
<i>13</i>	<i>11</i>	<i>11</i>	
<i>14</i>	<i>11.5</i>	<i>11.5</i>	
<i>15 or more ...</i>	<i>12</i>	<i>12</i>	

¹ *For staff in the Professional and higher categories and in the Field Service category.*

² *For staff in the General Services and related categories.*

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of this annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds.

(c) *A staff member whose appointment is terminated for unsatisfactory services or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of this annex.*

(d) *No indemnity payments shall be made to:*

- A staff member who resigns, except where termination notice has been given and the termination date agreed upon;*
- A staff member who has a temporary appointment which is not for a fixed term and which is terminated during the first year of service;*
- A staff member who has a temporary appointment for a fixed term which is completed on the expiration date specified in the letter of appointment;*
- A staff member who is summarily dismissed;*
- A staff member who abandons his post;*
- A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund.*

(e) *Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.*

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 gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment, where applicable¹ or</i>			
<i>Weeks of pensionable remuneration less staff assessment, where applicable²</i>			
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

¹ For staff in the Professional and higher categories and in the Field Service category.

² For staff in the General Service and related categories.

Appendix A
Pensionable remuneration for Professional and higher categories
for purposes of pension benefits and pension contributions
(in US dollars)

Effective 1 October 1981

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG	123,969												
Assistant Secretary-General													
ASG	110,003												
Director													
D-2	85,847	88,309	90,843	93,430									
Principal Officer													
D-1	71,640	73,962	76,268	78,588	80,959	83,271	85,521						
Senior Officer													
P-5	62,341	64,167	65,971	67,716	69,460	71,238	73,031	74,825	76,635	78,444			
First Officer													
P-4	48,895	50,474	52,051	53,630	55,219	56,840	58,455	60,069	61,764	63,476	65,188	66,840	
Second Officer													
P-3	39,098	40,469	41,826	43,191	44,601	46,042	47,471	48,885	50,223	51,550	52,887	54,211	55,569
Associate Officer													
P-2	31,045	32,152	33,267	34,375	35,495	36,625	37,783	38,930	40,080	41,232	42,377		
Assistant Officer													
P-1	23,316	24,294	25,289	26,284	27,311	28,338	29,382	30,393	31,403	32,394			