

SECRETARY-GENERAL'S BULLETIN NO. 80

To: Members of the Staff of United Nations

Subject: REINSTATEMENT OF FORMER STAFF MEMBERS

1. When a former staff member is re-employed and the interval between separation from service and re-entrance on duty is not more than one calendar month, the staff member is "reinstated".
2. The following provisions apply to "reinstated" staff members:
 - (a) Seniority
Service is considered continuous for seniority purposes.
 - (b) Within-Grade Salary Increases
Service is considered continuous for the purpose of within-grade salary increases.
 - (c) Allowances
 - (i) A reinstated staff member retains any previous eligibility for allowances, such as the expatriation or rental allowances.
 - (ii) Reinstatement does not entitle a staff member to claim again allowances for which a new staff member may be eligible, such as the sixty-day installation allowance.
 - (d) Provident Fund
 - (i) The refund of any withdrawal benefit from the Provident Fund is mandatory. Contributions shall be deducted for any period chargeable to annual leave during the interval between separation and reinstatement.
 - (ii) A previous participant in the Provident Fund re-enters that Fund if the terms of his reinstatement do not provide for participation in the Pension Scheme.
 - (e) Pension Scheme
The refund of any withdrawal benefit received by a member of the Pension Fund is mandatory for reinstatement in the Pension Fund. Staff members to whom paragraph (g) (iii) below apply may establish continuity of contributory service in the Pension Scheme by paying his own seven per cent and the Organization's fourteen per cent for the period charged to leave without pay.

/(f) Group

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(f) Group Insurance Plan and Health Insurance Plan

Staff members may be reinstated in the Group Health and Insurance Plans within thirty-one calendar days following their return to duty. Reinstatement in these plans is contingent upon the staff member's paying his portion of premiums for the period between separation and reinstatement in the plans, and for the entire premium during any period of leave without pay.

(g) Leave

- (i) The normal United Nations work days in the interval between separation and reinstatement are charged, to the extent possible, against any annual leave for which the staff member received a lump sum payment. During the period charged to annual leave, the staff member is entitled to payment of any allowances for which he was eligible and he continues to accrue all types of leave. In the case of reinstatement at a higher or lower grade, the staff member's grade at the time of his separation is the basis for determining the amount of his salary and allowances during this leave period.
- (ii) If such annual leave exceeds the number of days required to cover the interval between separation and reinstatement, the staff member will refund the balance of the lump sum payment for annual leave and thus restore any unused leave to his credit.
- (iii) If the number of days of annual leave covered by the lump sum payment is less than the number of working days in the period between separation and reinstatement, the balance of that time will be charged to leave without pay.
- (iv) Service is considered continuous for accruing home leave and maternity leave.
- (v) Neither sick leave nor annual leave is accrued during leave without pay. However, previously earned sick leave may be carried over by reinstated staff members.

(h) Severance and Indemnity Pay

Any amount paid a terminated staff member as Severance or Indemnity Pay must be refunded upon reinstatement.

3. An interval of more than one calendar month between separation and re-employment constitutes a break in service.

By direction of the Secretary-General

(Signed) BYRON PRICE

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