

UNITED NATIONS

NATIONS UNIES

SECRETARY-GENERAL'S BULLETIN NO. 25

To: Members of the Staff of United Nations

SALARY ADVANCES

Policy

1. It is the policy of the United Nations to make salary advances available for the purposes of assisting staff members through sudden financial emergencies. Requests for such advances will be considered in cases where an individual is not yet in pay status due to a pending contract, the first pay or allowance check has not been received or where some other justifiable emergency exists.
2. Advances will not be made when the likelihood of their liquidation is questionable.
3. Except in unusual situations, advances shall be limited to one week's salary.

Responsibility

4. The Bureau of Personnel will be responsible for determining the existence of a justifiable emergency and for determining the amount of the salary advance. It will also determine the terms and rate of repayment.
5. The Bureau of the Comptroller will be responsible for issuing salary advances after authorization by the Bureau of Personnel.

Procedure

6. To receive consideration for a salary advance the staff member will write in duplicate to the Bureau of Personnel explaining the necessity for the advance. The need for an advance should be anticipated and the request made at least 24 hours before the money is required.

7. The Bureau of Personnel will determine the existence of a justifiable emergency and the amount of the advance to be authorized.

(a) If the request is approved, the staff member may secure his check from the Cashier's Office at 5:00 P.M. on the following day.

(b) If the request is not approved, the Bureau of Personnel will notify the employee.

8. Unless specific arrangements are made to the contrary, any salary advance will be deducted from the first pay check following the advance, unless the advance was obtained immediately preceding the end of a pay period, in which event it will be deducted from the next pay check.

By direction of the Secretary-General

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Services