



24 December 2024

Administrative instruction

Grant upon death

The Under-Secretary-General for Management Strategy, Policy and Compliance, pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#) and for the purpose of implementing staff rule 9.9, hereby promulgates the following:

Section 1

Purpose and scope

A grant upon death is a one-time payment that is made to the eligible survivors, as specified in section 2.1 below, of a staff member who dies while in service with the Organization. The purpose of the grant upon death is to provide financial assistance to such eligible survivors and to facilitate the transition and adjustment to the benefits payable to a deceased staff member's survivors under the Regulations of the United Nations Joint Staff Pension Fund.

Section 2

Eligibility of survivors of deceased staff members

2.1 The eligible survivors are:

(a) The surviving spouse(s) of the deceased staff member, including those recognized pursuant to the Secretary-General's bulletin on personal status for purposes of United Nations entitlements,¹ irrespective of the dependency status of the surviving spouse(s) under the Staff Regulations and Rules of the United Nations;²

(b) The surviving child or children of the deceased staff member recognized as a dependant of the deceased staff member under the Staff Regulations and Rules and the provisions of the administrative instruction on dependency status and dependency benefits defining dependency status.³

2.2 The grant upon death is not payable to any secondary dependants, any surviving spouse(s) or any surviving dependent children of deceased consultants, individual contractors or other non-staff personnel.

¹ [ST/SGB/2004/13/Rev.1](#), as may be superseded.

² Staff rule 3.5 (a)(i), as may be amended.

³ Staff rule 3.5 (a)(ii)-(iv) and [ST/AI/2018/6/Rev.1](#), sects. 1.1, 1.2 (b), 3.1, 3.2, 3.3 and 5.1, as may be superseded.



Section 3

Conditions and terms of payment

3.1 The grant upon death shall be payable provided that all of the following conditions are met on the date of death of the staff member:

(a) The deceased staff member served in the Professional and higher categories, the Field Service category or the General Service and related categories, including the National Professional Officer category;

(b) The deceased staff member served on an appointment of one year or longer or had completed at least one year of service with the Organization, in accordance with section 4.2 below;

(c) The deceased staff member had one or more eligible survivors, as stipulated in section 2.1 above.

3.2 When there is more than one eligible surviving spouse pursuant to section 2.1 (a) above, each spouse shall be eligible for the grant upon death.

3.3 The grant upon death shall be divided equally among the eligible survivors stipulated in section 2.1 above and shall be paid in equal parts to each eligible survivor in a lump sum.

3.4 In the case of a dependent child who is below the age of 18 years, the lump sum payment shall be made on behalf of the child to either the child's surviving parent or the child's legal guardian. No payment of the grant upon death shall be made to the estate of the deceased staff member.

3.5 Where the deceased staff member was married to another staff member employed by the Organization or by another organization within the United Nations common system, the surviving spouse is entitled to payment of the grant upon death provided that the conditions indicated in section 3.1 above are met.

Section 4

Calculation of the grant

4.1 The grant upon death is calculated based on the deceased staff member's completed years of service with the Organization on the date of death, in accordance with section 4.2 below, as set forth in staff rule 9.9 and shown in the table below.

<i>Completed years of service</i>	<i>Months of salary</i>
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

4.2 Completed years of service shall be deemed to comprise the total period of a deceased staff member's full-time, continuous service on continuing, permanent, fixed-term or temporary appointments with the Organization. The continuity of service for the purposes of the grant upon death shall be considered broken by separation from service, unless the staff member was reinstated under staff rule 4.17. When the continuity of service has been broken, service accrued before the separation shall not count towards the completed years of service.

4.3 Special or administrative leave with or without pay for any duration does not break continuity of service. However, service credits for the purposes of calculating the grant upon death shall not accrue during periods of special or administrative leave without pay or with partial pay of one full month or longer, unless any withheld pay is subsequently restored in accordance with staff rule 10.4 (d).

4.4 The provisions in the present section also apply to staff members who transfer to the Secretariat from another organization of the United Nations common system under an inter-organization agreement among the organizations applying the United Nations common system of salaries and allowances.

4.5 The grant upon death shall be calculated as shown in the table below.

<i>Staff category</i>	<i>Basis for calculating the grant upon death</i>
Professional and higher categories	Gross salary less staff assessment
Field Service category	Gross salary less staff assessment plus language allowance, if any
General Service and related categories	Gross salary less staff assessment plus language allowance, if any

Section 5

Relationship with other entitlements

5.1 Payment of the grant upon death does not affect the determination of the last day for pay purposes for the deceased staff member's other entitlements and accrual of benefits, all of which shall cease on the date of death, except for the payment of an education grant. If the deceased staff member was in receipt of an education grant and died while in service after the beginning of the school year, the education grant shall be payable for the remainder of that school year.

5.2 The grant upon death shall not be subject to any recoveries for indebtedness of the deceased staff member to the United Nations or to a third party, and it shall not be deducted from any compensation that may be applicable under appendix D to the Staff Regulations and Rules or the malicious acts insurance policy.

Section 6

Final provisions

The present instruction shall enter into force on the date of its issuance.

(Signed) Catherine **Pollard**
Under-Secretary-General for Management Strategy,
Policy and Compliance