

TO DO LIST

- **Exit Medical Examination**

All officials, both at Headquarters and in the field, must undergo an exit medical examination prior to their retirement. All officials should therefore contact the Health Services Unit prior to their retirement to arrange an exit medical examination. Although the Medical Adviser may determine that it is not necessary to undergo an examination (depending on the official's medical history and the date of his/her last examination), this cannot be known until the Health Services Unit has been contacted so it is important, therefore, that officials contact HSU.

The reason we ask officials to undergo a medical examination is simply that an official may have a service-incurred illness **OR** that an invalidity pension may have to be paid and pension benefits cannot be processed without clearance from the Health Services Unit.

- **Verification of annual leave balance**

At the time of separation from the Office, officials should review and confirm with their leave clerks the unused annual leave days for payment purposes. Where the leave management module is available in IRIS, officials should do so by signing and dating a printed "Entitlement balance" page from IRIS. Leave clerks will then submit the IRIS printout, signed by the official and the leave clerk, along with the official's blue leave cards, to the respective HR units, which will issue payment authorization to the respective payroll units. Where the IRIS leave management module is not yet available, the leave clerks should continue to send the blue leave cards only.

- **Information Technology**

INFOTEC has a page on their intranet site listing the steps to be taken before leaving the Office with regard to e-mail, data storage, user accounts, etc. Please go to:

<https://www.ilo.org/intranet/english/support/itcom/services/help/leaving.htm>

- **Return of Office Property**

It is an official's responsibility to ensure that all Office property is returned to the services concerned **OR** is officially passed on to his or her successor.

These can include such items as:

- P.files;
- registry files;
- library books and journals;
- calculators and other office equipment;
- portable computers, mobile telephones and other such items.

- **Return of Official Documentation**

HR/OPS will provide you with a checklist of actions needed in relation to cessation of service.

- **Legitimation Card (Carte de légitimation)**

Officials at Headquarters should ensure that their Cartes de légitimation and those belonging to family members are returned to the respective HR administrative assistant in HR/OPS on the last day of service as these cards have to be returned to the Swiss authorities the week following their departure. Should you have any problems in this respect, please discuss them with your respective HR partner or HR administrative assistant.

If there is a need to stay in Geneva for a short while after separation from the ILO to organize your departure, or if you are in the process of applying for a Swiss resident permit, it is possible for **officials residing in Switzerland** to request special permission to retain their Carte de légitimation for a maximum period of 3 months, by applying for a courtesy delay. Should you wish to avail yourself of this possibility please contact Ms. Sharon Galan-Delea in HR/OPS, to obtain the appropriate form. It is important to note that any diplomatic privileges and immunities cease on the last day of service irrespective of the courtesy delay. This courtesy delay cannot be requested by officials residing in France.

- **Laissez-Passer**

Officials should return their laissez-passer to the HR Administrative Assistant in HR/OPS dealing with their file. If you still have the old non-biometric UNLP, there is a possibility to keep it as a souvenir, after it is cancelled, but you have to indicate your choice to HR/OPS.

Two issues which concern officials in the P5 category and above are the return of Petrol Cards and of CD Plates:

- **Petrol Cards**

At headquarters, petrol cards should be returned to HR/OPS on the last day of your contract.

- **CD Number Plates**

These should be returned on the last day of your contract to the Services des automobiles, either in Geneva or in Lausanne.

In Geneva the address is 86, route de Veyrier in Carouge (tel: 022/343 02 00) and in Lausanne the address is 110, avenue du Grey in La Blécherette (tel: 021/642 82 10).

- **Vehicle under Customs Engagement**

Those officials who have a vehicle under customs engagement (“sous engagement douanier”) that is, purchased free of tax, should regularize this with the Customs within one month of cessation of service.

- **General Note**

As a general note, the following services, where relevant, will be informed in advance by HRD about the departure of an official from the ILO:

MEDSERV
INTSERV
DOSCOM
BUDGET
PAIE
INFOTEC
IMS
PENSION
SHIF

Association Mutuelle d’Epargne et de Cr dit (MEC)

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SEPARATION ENTITLEMENTS

- **Unused Annual Leave** (Article 7.5(b) of the Staff Regulations)

Officials are granted payment in lieu of unused annual leave for a maximum of 60 days.

No exceptions to this rule are made.

For officials in the Professional category, the sum is based on their net salary plus post adjustment at the duty station from which the official separates.

For officials in the General Service category, the sum is based on their net salary plus any pensionable allowances (language allowances).

- **Repatriation Grant** (Article 11.15 of the Staff Regulations and further clarification in IGDS 301 of 19/09/2012)

The purpose of the repatriation grant is to assist officials in meeting relocation and other expenses related to establishing their primary residence away from the last duty station.

This is payable only to officials with non-local status who have completed at least one year of service outside their home country. This entitlement is payable if the official has relocated away from the place where he/she was residing because of his/her employment with the ILO while in active service, normally to a country other than that of his or her last duty station. In the case of officials based in Geneva at the time of separation, the entitlement is payable if they relocate outside of the area of local recruitment, which is defined as a radius of 25 km from the Pont du Mont-Blanc in Geneva.

The payment of the entitlement is subject to provision of documentary evidence satisfactory to the Director-General that the former official has relocated away from their last place of residence; it has to demonstrate both departure from the place of the last residence and the establishment of a new residence elsewhere.

The type of documentary evidence of relocation may vary from country to country and may also depend on the personal circumstance of the official concerned (for example the nationality or possession of a residence permit for the country of the last duty station).

For all officials, if you are living in Switzerland or in neighboring France, you will have to submit proof of taking up residence outside the 25km radius **and** in a country other than Switzerland to receive the repatriation grant.

For officials based in Geneva, satisfactory proof of relocation shall normally consist of:

- a departure attestation issued by the Office cantonal de la population, for officials residing in Switzerland, or
- an equivalent attestation issued by the competent authority, for officials residing in France,

confirming their departure.

For officials based in a duty station other than Geneva, an equivalent attestation or declaration issued by a competent national or local governmental authority confirming their departure from the duty station will normally be accepted.

In addition, the official should provide evidence of taking up residence outside of the last duty station. Such proof of new residence is generally acceptable if issued by the competent national or local immigration, police, tax or other authorities.

The documents listed by the United Nations Joint Staff Pension Fund for purposes of declaration of country of residence will normally be accepted as evidence of taking up residence outside of the last duty station.

In cases where the public administration system is not in a position to provide departure or residency certificates, the Office may accept submission of a sworn statement made by the former official before a Public Notary, Commissioner of Oaths or similar public official in the country of relocation to the effect that the former official has relocated

Attestations from family members, friends or banks are not acceptable.

Acceptability of the proof submitted will be determined on an individual basis and the Office reserves the right to request additional documentation or information in support of a claim for repatriation grant.

Proof of residence must be in respect of your primary residence and not a secondary residence. If, for example, you decide to continue living in the country of your last duty station, you may not claim the repatriation grant on the basis of a secondary residence in another country. It must be in respect of your primary residence. Further information can be found in the Information Note IGDS 301 of 19/09/2012.

The **amount** payable to an official is based on the number of years of service with the ILO and the official's family status. There is a table in Article 11.15 which indicates how much officials will receive. For officials in the Professional and higher categories, the grant is paid on the basis of the net base salary scale which you will find in the Staff Regulations. For General Service staff, the grant is paid on the basis of the base salary plus pensionable allowances (e.g. the language allowance).

For those officials who were in service on 31 August 1979, no proof of change of residence is required. That is to say that that even if you do not provide proof of residence in a country other than that of the last duty station, you will still receive a repatriation grant in respect of the service completed at that date. To be eligible for the remainder of the grant, however (i.e.

to receive the portion of the Repatriation Grant in respect of the period of service since 31 August 1979), the official will have to provide proof of residence in a country other than that of the last duty station.

There are **two rates of repatriation grant for officials in the professional and higher category**: single rate and family rate. If an official has either a spouse, or a child under 21 years for whom a child allowance is payable at the time of separation, the official will receive the grant at family rate.

Should an official's **spouse work in the ILO or in another UN organization**, the repatriation grant would be payable at the single rate to each of them. When they have a dependent child (or children), the payment of the grant will be made to each of the spouses in such a way as to avoid double payment.

No **claims for the repatriation grant** will be accepted after two years have expired from the effective date of cessation of service. In other words, officials must submit proof of residence in another country within two years of retiring to be eligible for the grant.

The office reserves the right to seek reimbursement, initiate legal or other corrective action in case of payment of the repatriation grant based on inaccurate or false information.

• **Final Payments timeframe**

Unused Annual Leave Payment:

Unused annual leave, up to the maximum limit of 60 days, will be paid at the end of the contract only, upon completion of the end of contract formalities and return of documents.

Repatriation Grant:

The part of the repatriation grant which does not require justifying documentation can only be paid on the last day of the contract and not on the last day of work.

For officials in the professional and higher categories, the grant is payable in a maximum of two currencies. For General Service staff, the grant is only payable in local currency. These payments are made through bank transfer.

Association Mutuelle d'Epargne et de Crédit (MEC):

Outstanding payments will be deducted from any final payment due to an official.

Education grant:

When an official has received the payment of an advance against education grant, and if no education grant claim for the corresponding school year has been submitted in settlement for payment of this grant, this advance will be deducted from any final payment due to him or her.

OTHER MATTERS

- **Certificates**

Certificate of Service:

A certificate relating to the nature of an official's duties and length of service shall be prepared upon request. Please contact your respective HR administrative assistant in HR/OPS.

Attestation:

Staff may obtain a simple standard attestation indicating his/her years of employment with the ILO. An attestation stating that during his/her period of service, an official's salary was free of income tax can also be provided. Please contact HR/OPS.

- **Retired Officials' Badge**

This should be obtained from Mr. Gaetan Villette, INTSERV (R.2 opposite the kiosk).

- **Departure Note to Staff**

A standard departure note will be issued, if requested by the official. Please contact HR/OPS. This is only done at the request of the official concerned and not any other interested party, such as friends or colleagues. The texts are standard and may refer to a souvenir album the official may wish to have signed by colleagues.

- **Service d'achats des Fonctionnaires internationaux (SAFI)**

Retired officials can continue to shop at SAFI. In order to do so, you should present your retiree card/BADGE to the security guards at the UN gate.

- **Section of ILO Former Officials**

If you are interested in becoming a member of the Section of ILO Former Officials and being added to the mailing list to receive the "Letter to Former Officials", please contact the secretariat, open on Tuesday mornings from 9h to 12h, on telephone number +41 22 799.64.23 or send an e-mail to anciens@ilo.org.

- **Association of Former International Civil Servants (AAFI-AFICS)**

If you are interested in becoming a member of the UN's retiree association, Association of Former International Civil Servants, AAFI-AFICS, and being added to the mailing list to receive the "AAFI-AFICS Bulletin", please contact the secretariat, details of which you will find below.

Palais des Nations,
1211 Geneva 10
Tel: +41/22/917.33.30
Fax: +41/22/917.00.75
E-mail: aafi-afics@unog.ch
Web Site: www.unog.ch/afics/afics.htm

- **Access to the ILO Intranet site**

Providing you have internet access at home or elsewhere, you can still access the ILO Intranet site. Send your request for a password to DCOMM by using the following e-mail address: WEBTRANSFERS@ilo.org.

Final Word

Please do not wait until the last minute to make your arrangements as

all of these procedures take time!

Thank you.