Pre-retirement Seminar: Separation Entitlements and Repatriation Procedures

September 2016

- To Do list
- Repatriation Travel
- Transport of personal effects
- Separation entitlements
- Other matters
To Do list

- Exit medical examination
- Verification of annual leave balance
- Information technology
- Return of office property
- Return of official documentation
- Carte de Légitimation
- Laissez-Passer
- Petrol Card
- CD number plates
- Vehicle Under Customs Engagement

Repatriation Travel

- WHO is eligible
  - Non-locally recruited staff and P staff with international benefits
  - Spouse and dependent children

- WHAT ILO provides
  - Ticket from duty station to recognized home (most direct & economical route)
  - Reimbursement of self ticket
  - Travel insurance – 30 days of the date of separation
Repatriation Travel

RESTRICTIONS
- If spouses are ILO or UN Officials, no double payments shall be made.
- No lump-sum for travel (no exceptions made)
- If official takes Home Leave less than 6 months before cessation of service, HL is considered as anticipated repatriation travel

SPECIAL CASE – Travel by car
- Reimbursement of amount equivalent to the most economical and direct mean of travel (train or air travel)

Repatriation travel

- Travel must be claimed within 2 years from effective date of cessation of service
- No further extension
**Repatriation travel of eligible family members**

- Advanced repatriation travel authorized for:
  - Spouse
  - Children

- Special conditions for non-dependent children
  - Full time student
  - Within one year after completion of studies
  - Less than 26 years old and single

**Repatriation transport**

- **WHO is eligible:**
  - Non-locally recruited staff (P and GS) and locally recruited P staff with international benefits

- **WHAT is the transport entitlement**
  - Different entitlements exist depending on criteria (type of contract, initial choice, etc.)
  - Transport of personal effects from duty station to recognized home
  - If shipped elsewhere, up to the cost from duty station to recognized home
Repatriation transport

- HOW IS THE TRANSPORT ORGANIZED
  - Contact TRAVEL at HQ or your administrative assistant if you are in the Field
  - Quote based on technical visit at residence
  - Transport paid door to door

- RESTRICTIONS
  - No lump-sum possible
  - Only one single shipment is authorized
  - Shipment of private vehicle not payable
  - VAT/TAX not payable
  - Transport insurance covered by ILO
    - Send a detailed valued inventory prior to the transport

SEPARATION ENTITLEMENTS

- Unused Annual Leave
- Repatriation Grant
- Final Payments Timeframe
Unused Annual Leave

- **WHO is eligible**
  - All staff

- **HOW much is paid**
  - Maximum 60 days

- **HOW is calculated**
  - P staff = net salary + post adjustment
  - GS staff = net salary + pensionable allowances (i.e. language allowances)
  - Calculation = \( \text{yearly P/GS salary} \times \text{nr. days} \)

Repatriation Grant

- **WHO is eligible**
  - Non-locally recruited staff (P and GS)
  - Locally recruited P staff serving outside home country (completed at least 1 year of service outside their home country)

- **HOW**
  - Submit proof of residence in a location other than that of the last duty station (SR 11.15)
Repatriation Grant

- Documentary evidence has to demonstrate:
  1. departure from the place of the last residence, and
  2. establishment of a new primary residence elsewhere

- Special requirements for Officials based in Geneva, regardless if living in Switzerland or neighbouring France

- Only if they relocate outside of the area of local recruitment (25 km radius, measured from the Pont du Mont-Blanc) and outside Switzerland
  - Geneva > 25 km in France
  - Neighboring France > 25 km in France

**HOW MUCH**

- 2 to 28 weeks of base salary (single or family rate)

**EXCEPTIONS**

- For service before 31.8.1979 – no proof required
Repatriation Grant

- RESTRICTIONS
  - Based on number of years of service and family status (see table in Art. 11.15) - No double payment if spouse works for ILO or other UN Agency
  - Only original documents/certified copies accepted as proofs

- WHEN TO CLAIM
  - Within 2 years of retirement

Final payments timeframe

- Unused annual leave
- Repatriation grant
- Association Mutuelle d’Epargne/MEC
- Education Grant
Other matters

- Certificates (HR/OPS)
- Retired Official’s card/badge (INTSERV)
- Departure Note (HR/OPS)
- S.A.F.I
- Section of ILO Former Officials
- AAFI-AFICS
- Access to the ILO intranet site

Who to Contact

Regular Budget contracts
- A-Eg - Ms Kathryn Rothwell e-mail: rothwell@ilo.org
- Eh-Ma - Mr Christophe Fernandez e-mail: fernand@ilo.org
- Mb-Se - Ms Ciara Buckley e-mail: buckley@ilo.org
- Sf-Z - Ms Sharon Galan-Delea e-mail: delea@ilo.org

Technical Cooperation contracts
- A-F - Mr Nenad Stanković e-mail: stankovic@ilo.org
- G-N - Ms Lydia Badia e-mail: badia@ilo.org
- O-Z - Ms Corinne Pifouilhoux e-mail: pifouilh@ilo.org

INTSERV – TRAVEL and TRANSPORT
- A-H - Ms Dominique Auvray e-mail: TRANSPORT@ilo.org
- I-Z - Ms Florence Magistrini e-mail: TRANSPORT@ilo.org
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- Insurance - Ms Céline Zanettin e-mail: ASSURIL@ilo.org
Final Word

We wish you a Happy Retirement!