



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 = $\frac{\text{yearly P/GS salary}}{252} \times (\text{nr. days})$

10

252

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

Repatriation Grant



■ 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 |
| ■ Travel | - Ms Emilia Cereza | e-mail : STATUTORY_TRAVEL@ilo.org |
| ■ Insurance | - Ms Céline Zanettin | e-mail : ASSURILO@ilo.org |

Final Word



We wish you a Happy Retirement!

