**Commutation of Annual Leave**

1. This payment in lieu of annual leave upon separation of a staff member.

1. A staff member who has accumulated annual leave (AL) and has not used it before the date of separation, is paid for the days of accrued AL up to a maximum of:
	1. 60 daysfor staff with Permanent, Continuing or Fixed-Term Appointments

* 1. 18 days for staff with Temporary Appointments

**Calculation**

1. Upon separation from service, the payment of accumulated annual leave is calculated for:

* 1. Local staff members, based on the staff member's gross salary, including language allowance, if any, less staff assessment

* 1. International staff members, based on the staff member's net salary plus post adjustment of his/her final duty station

1. No pension contribution is made on the payment for accrued AL.

**Restitution of Advance Annual Leave**

1. Upon separation, a staff member who has taken advance AL beyond that accrued, must either make a cash refund or have the appropriate amount deducted from payments due to him/her.