**Pension Fund**

1. The United Nations Joint Pension Fund (UNJPF) provides participating staff members with benefits in the event of death, disability, separation from service before retirement age, or upon retirement.

1. This replaces the former equivalent section of the two UNDP Personnel Manuals.

1. [The United Nations Joint Staff Pension Fund (UNJSPF)](http://www.unjspf.org) [w](http://www.unjspf.org/)as established by the General Assembly (GA) to provide retirement, death, disability, and related benefits for the staff of the United Nations and other organizations admitted to membership in the Fund.

1. The Fund is administered by the UNJSPF Board together with staff pension committees from each member organization, with a secretariat to the Board and to each such committee (in tripartite and equal representation).

1. The assets of the Fund are property of the Fund and are acquired, deposited, and held in the name of the UN on behalf of the participants and beneficiaries of the Fund; however, the assets are held separately from those of the UN and can be used only for the purposes stated in the Fund's Regulations.

# Participants

1. All full-time staff members and staff members who work for at least half the time of a fulltime staff member become participants in the Pension Fund, subject to the following conditions:

* 1. If the initial appointment is for at least six months

* 1. If, while serving under an appointment which was for less than six months, they receive an appointment for at least six months; or

* 1. If they complete (in the same or more than one member organization) six months of service on a series of shorter appointments, provided there was no break in service of more than 30 days between successive appointments

1. If the employment is part-time, the entitlement to and the amount of benefits resulting from such employment shall be reduced in the ratio that it bears to full employment.

1. To qualify for disability and survivor(s) benefits from the Pension Fund, the staff member must undergo a medical examination prior to or as early as practicable after becoming a participant in the Fund.

1. In exceptional cases, participation in the Pension Fund may be expressly excluded by the terms of an appointment.

**Contributions and Benefits**

1. Please consult the Pension Fund website [here](http://www.unjspf.org)[.](http://www.unjspf.org/)

# Validation of Special Leave without Pay (SLWOP)

11. Periods of leave without pay (with the exception of leave to perform military service) can be counted as contributory service, provided that participants assume responsibility for payment of their own contribution and the contribution of the Organization. The contributions due must be paid concurrently in monthly instalments to the same payroll office while staff members are actually on leave without pay and should be reported to the Pension Fund in the same manner as regular contributions. The local HR/Operations Manager should inform staff members of this requirement prior to their departure.

# Validation of Prior Non-Contributory Service

12. Participants may validate (i.e., make contributory) a prior period of non-contributory service, subject to the following conditions:

1. Validation must be elected within one year of first becoming a participant

1. There must not have been a break of more than two years between the end of the last period of service and the date on which participation in the Pension

Fund commenced

1. The entire period of service open to validation must be validated; and

1. Contributions for the period to be validated must be paid by the participant and UNDP, with compound interest

# Restoration of Prior Contributory Service

1. Participants may restore a previous period of contributory service, subject to the following conditions:

* 1. The restoration must be elected within one year after rejoining the Fund as a participant

* 1. The previous period of contributory service must have been less than five years (previous contributory service of more than five years may not be restored)

* 1. The entire period of service open to restoration must be restored; and

* 1. The participant must pay back to the Pension Fund the withdrawal settlement received from the Fund, with compound interest, from the date the benefit was paid until the date of the election to restore

1. If previous participants re-enter the Pension Fund after a break of less than 12 months, without having received any benefits, their entitlements and obligations as participants continue.

1. Effective 1 July 1996, the length of contributory service which can be counted for calculating benefits, was increased to a maximum of 40 years.

1. In counting the years of contributory service, it should be kept in mind that the ‘normal’ age of retirement for those staff members who became participants in the Pension Fund on or before 31 December 1989 is 60, whereas the ‘normal’ age of retirement for staff members who became participants in the Pension Fund on or after 1 January 1990 is 62.

# Continuation of Pension Participation

17. Whenever staff move from one organization to another, the UNJSPF should be contacted for details and conditions for continuation of pension participation.

# Transfer of Pension Rights

18. A list of special agreements for transfer of pension rights between UNJSPF and other organizations and governments can be found [here](https://www.unjspf.org/for-clients/transfer-agreements/).

# Choice of Benefits

19. When there is a choice of benefits (e.g., full periodic benefits, partial lump sum, final withdrawal settlement), participants should carefully consider what their choice would imply for themselves and for their families. Once acted upon by the Fund's secretariat, any decisions are irrevocable.