**Mandatory Age of Separation (Retirement)**

1. In accordance with Staff Regulation 9.2, mandatory age of separation in UNDP is 65 for all staff members.
2. In accordance with the UN Staff Rule 9.6 (b), retirement under article 28 of the [United Nations Joint Staff Pension Fund (UNJSPF) Regulations](https://www.unjspf.org/regulations-and-rules/) shall not be regarded as a termination within the meaning of the UN Staff Regulations and Staff Rules.

**Early Retirement**

1. Staff members may take early retirement prior to reaching their normal retirement age if they have at least five years of contributory service in the UNJSPF, once they reach 55 if they commenced or recommenced their participation in the UNJSPF prior to 1 January 2014, or 58 if their participation commenced or recommenced on or after 1 January 2014. Depending on the age and the number of years of service, the pension benefits are reduced in the case of early retirement. These and other options are described fully in the Regulations and Rules of the UNJSPF.
2. The normal age of separation is as follows, based on the date staff members commenced or recommenced their participation in the UNJSPF:
3. Prior to 1 January 1990: 60;
4. On or after 1 January 1990 but before 1 January 2014: 62;
5. On or after 1 January, 2014 : 65.

**Effective Date of separation**

1. Staff members will separate from the Organization upon reaching the mandatory age of separaton at 65. The effective date of separation for staff members that reach their mandatory age of separation is the last day of the month in which they reach age 65. However, at the request of staff members, they may be separated on the day they reach age 65.

**Extension beyond Mandatory Age of Separation**

1. Retention in service beyond the mandatory age of separation/normal age of retirement of internationally and locally recruited staff members governed by the UN Staff Regulations and Staff Rules is an exception to the provisions of UN Staff Regulation 9.2 and may only be approved when it is in the interest of UNDP.

**Criteria and conditions for retention beyond the mandatory age of separation/normal age of retirement**

1. A retention beyond the mandatory age of separation/normal age of retirement is considered highly exceptional and must be substantiated by the following principles:
2. Critical organizational commitments:  When critical organizational commitments, directly affecting institutional credibility, and the delivery of major financial obligations would be jeopardized by a staff member’s departure through retirement.
3. Staff safety:  When the safety of staff and security of UNDP premises and/or continuity of UNDP’s presence and operations in a country are jeopardized through unexpected crises such as natural disasters, civil strife or war, and these threats would be ameliorated by the continuing service of a staff member beyond his or her normal age of retirement.
4. Disruption of operations due to unavoidable delay:  When a properly planned replacement for a retiree is unavoidably delayed and the departure of the retiring staff member would cause significant disruptions to operations, delivery, representation or the safety and well-being of staff members.
5. Critical need for expertise: When the need for a particular staff member’s expertise can be clearly demonstrated and reasonable efforts to obtain that expertise elsewhere have been exhausted.

**Employment and retention beyond the mandatory age of separation/normal age of retirement of staff members under Temporary Appointments**

1. Staff members may be employed, engaged or retained beyond the mandatory age of separation/normal age of retirement in accordance with the [Temporary Appointment.](https://popp.undp.org/node/11636)

**Period of retention beyond the mandatory age of separation/normal age of retirement**

1. No change will be made to the mandatory age of separation staff members who are retained in service beyond their mandatory age of separation/normal age of retirement.
2. In order to facilitate the separation of a staff member upon reaching their mandatory age of separation/normal age of retirement, six months before they reach age 60, 62 or 65, a letter with all the administrative procedures shall be sent to:

* 1. Local staff members stationed outside NY**,** by the local HR/Operations Manager;
	2. Local staff members stationed in NY, bythe OHR Copenhagen HR Associate serving the duty station;
	3. International professional staff members, by the OHR Copenhagen HR Associate serving the duty station.

**Restrictions concerning former staff members in receipt of a pension benefit**

1. Employment of former staff members who are in receipt of a pension benefit from the UNJSPF shall be subject to the following restrictions:
	1. Former staff members may not receive compensation of more than US$ 50,000 for up to six months of employment or engagement, without suspension of their UNJSPF retirement benefit.
	2. In all cases, former staff members may not be re-employed at a level higher than that at which they separated from the organization, or higher than the level at which regular staff members are remunerated for the same function at the same duty station.

**Approving Authority**

1. In those few cases when the extension of a staff member's service beyond the mandatory age of separation/normal age of retirement is needed, requests are reviewed and approved by:

1. Head of Office: Locally recruited staff members stationed outside New York, for six months or less;
2. Director, OHR: Locally recruited staff members stationed in New York and international professional staff members up to the D1/P6 level, for six months or less;
3. Associate Administrator: i) All staff members up to the D1/P6 level for any extension beyond six months, based on the review and recommendation of the Director, OHR; and ii) International professional staff members at the D-2/P7 level,for any period, based on the review and recommendation of the Director, OHR.

1. Decisions to retain staff members at the Assistant Secretary-General level (ASG) and above in the interest of UNDP shall be made by the Secretary-General (SG).

1. In cases when an extension beyond the mandatory age of separation/normal age of retirement is approved, staff members will continue to be participants in the UNJSPF until their separation from service.