**Last Day for Pay Purposes**

1. The section below explains when payment of salary, allowances, and other entitlements cease upon separation of a staff member.

# General

1. When a staff member is separated, payment of his/her salary, allowances, and other entitlements ceases as of the close of business (COB) on the effective date of separation, i.e.:

* 1. Resignation**:** either the date of expiration of the notice period or such other date that the Administrator or Head of Office/Bureau accepts

* 1. Expirationof a fixed-term appointment: the date specified in the letter of appointment

* 1. Termination: the date stated in the notice of termination

* 1. Dismissal: the date stated in the notice of separation

* 1. Summary dismissal: the date of dismissal decided by the Administrator

* 1. Retirement: the last day of the month when staff member reaches age 60, 62 or 65 or such later date that may be approved.

* 1. Death: the date of the staff member's death, except that:
     1. No prorating is required for payment of education grant when a staff member dies while in service after the beginning of the school year and, in this case, the entitlement to education grant will continue for the duration of a school year that has begun; and
     2. When there is a surviving spouse or dependent child, the date shall be determined in accordance with the following schedule:

|  |  |
| --- | --- |
| **Completed years of service** | **Months of extension beyond date of death** |
| 3 or less | 3 |
| 4 | 4 |
| 5 | 5 |
| 6 | 6 |
| 7 | 7 |
| 8 | 8 |
| 9 or more | 9 |

1. Payment related to the period of extension beyond the date of death is made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse and dependent children.

1. If a staff member is separated from UNDP while on special leave without pay (SLWOP), the effective date of separation is the last day of active duty. However, with regard to participation in the United Nations Joint Pension Fund (UNJSPF), the effective date of separation for the purposes of benefits under the Fund is the date on which the staff member's last contribution to the UNJSPF was credited to the Fund. The separation payments are calculated at the salary rates effective at the time of separation.

1. When an international staff member exercises an entitlement to return travel, the last day for pay purposes is either the date established under the first paragraph above or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival is based on the approved travel time calculated as necessary to go from the duty station to the place of entitlement, the travel commencing no later than the date following the one established under the first paragraph above.

# Sick Leave

1. In the case of expiration of a fixed-term appointment or of a termination, the date of separation may be postponed if the staff member is on certified sick leave (SL) at the time of separation to enable the staff member to use any SL entitlement. If the staff member has exhausted his/her SL entitlement, the date is postponed until the end of the certified SL.

1. When an appointment is extended solely to enable a staff member to use his/her SL entitlement, such extension will not give rise to any further entitlement to salary increment, AL, SL, or home leave (HL), but credit towards repatriation grant (RG) may continue to accrue if the staff member has not returned to his/her home country. In the event of death during the period of extension, the period prior to the staff member’s death may be taken into account in the determination of the death benefit.

# Maternity Leave

1. In the case of an expiration of a fixed-term appointment or of a termination, the date of separation may be postponed if the staff member is on maternity leave (ML) at the time of separation to enable the staff member to use any SL entitlement. If the staff member has exhausted his/her ML entitlement, the date is postponed until the end of the ML.

1. When an appointment is extended solely to enable a staff member to use his/her ML entitlement, such extension will not give rise to any further entitlement to salary increment, AL, SL or HL, but credit towards RG may continue to accrue if the staff member has not returned to his/her home country. In the event of death during the period of extension, the period prior to the staff member’s death may be taken into account in the determination of the death benefit.