

HR.SOP.III.142

Repatriation Grant

HRD/GHR

HR Standard Operating Procedure

DISCLAIMER

Standard Operating Procedures (SOPs) provide a step-by-step guide for staff directly involved in the processing of administrative actions to support and facilitate the implementation of WHO policies and procedures. The SOPs are for guidance only; they are neither authoritative nor binding. The SOPs reflect the policies and procedures of WHO at the time of writing; however, policies and procedures change from time-to-time. In the case of a conflict between the SOPs and the WHO eManual provisions, the WHO eManual provisions take precedence.

DOCUMENT SPECIFICATIONS

Version	Date of revision	Author (s) / Dept / Unit	Approver	Indicate which section changed compared to previous version
0.1	17 Feb 2012	S E Amaudruz, HRD/HPJ S. Ragupathi, GSC/GHR	S E Amaudruz, HRD/HPJ C Begue, Payroll R Duraiswami, AP A Ritchie, FNM	New document
0.2	13 Apr 2012	S E Amaudruz HRD/HPJ	S E Amaudruz, HRD/HPJ	In-depth review from HR perspective
0.3	14 Apr 2012	S E Amaudruz, HRD/HPJ		Sent to C. Begue requesting confirmation of Payroll sub-process and additional Risks/Mitigations
0.4	17 Apr 2012	J. Mousley		Inserted Visio and reviewed
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0.7	19 Jun 2012	S E Amaudruz HRD/HPJ		Reviewing again based on Comptroller's comments
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1. INTRODUCTION

1.1. Overview/Description

This Standard Operating Procedure explains the process related to the payment of repatriation grant to expatriate staff members after they have separated from the Organization. A repatriation grant is payable to internationally-recruited staff members who on leaving the service of the Organization, other than by summary dismissal, have performed at least one (1) year of continuous service outside the country of their recognized place of residence. Payment of the grant is subject to the separated staff member providing evidence of relocation.

This SOP is a sub-process of all separation SOPs for any expatriate staff member.

1.2. General Guidance / Business Rules

- Staff members who have held a temporary appointment under Staff Rule 420.4, a fixed-term appointment under Staff Rule 420.3 or a continuing appointment under Staff Rule 420.2 and who have performed at least one year of continuous service outside the country of their recognized place of residence may be entitled to a repatriation grant upon separation.
- For staff members appointed *from* 1 April 2006, years of qualifying service for the purposes of paying repatriation grant are based upon periods of assignment outside the country of the staff member's recognized country of residence and where the staff member was not residing in his country of recognized residence. Any period of duty during which the staff member is assigned to, or resided in, the country of his recognized place of residence, will be excluded for the service time count as well as periods of leave without pay, sick leave under insurance coverage in excess of 30 days. Staff members must provide proof or evidence of relocation outside the country of the last official station or their country of residence during the last assignment.
- For staff members appointed *prior to* 1 April 2006, years of qualifying service for the purposes of paying repatriation grant is based on periods of assignment to a country outside the staff member's recognized country of residence only. Periods of leave without pay and sick leave under insurance coverage in excess of 30 days are excluded for purposes of service accrual. Payment of the repatriation grant accrued as from 1 July 1979 is subject to proof of relocation outside the country of the staff member's last official station only.

- Special conditions apply when both staff members are members of WHO or an organization in the UN common system.
- Repatriation Grant must be claimed within two years from the effective date of separation

1.3. Reference Material

1.3.1. Staff Rules

- SR 370 Repatriation grant
- SR 308.2 Payments and deductions
- SR 310.4 Terminal remuneration

1.3.2. WHO eManual

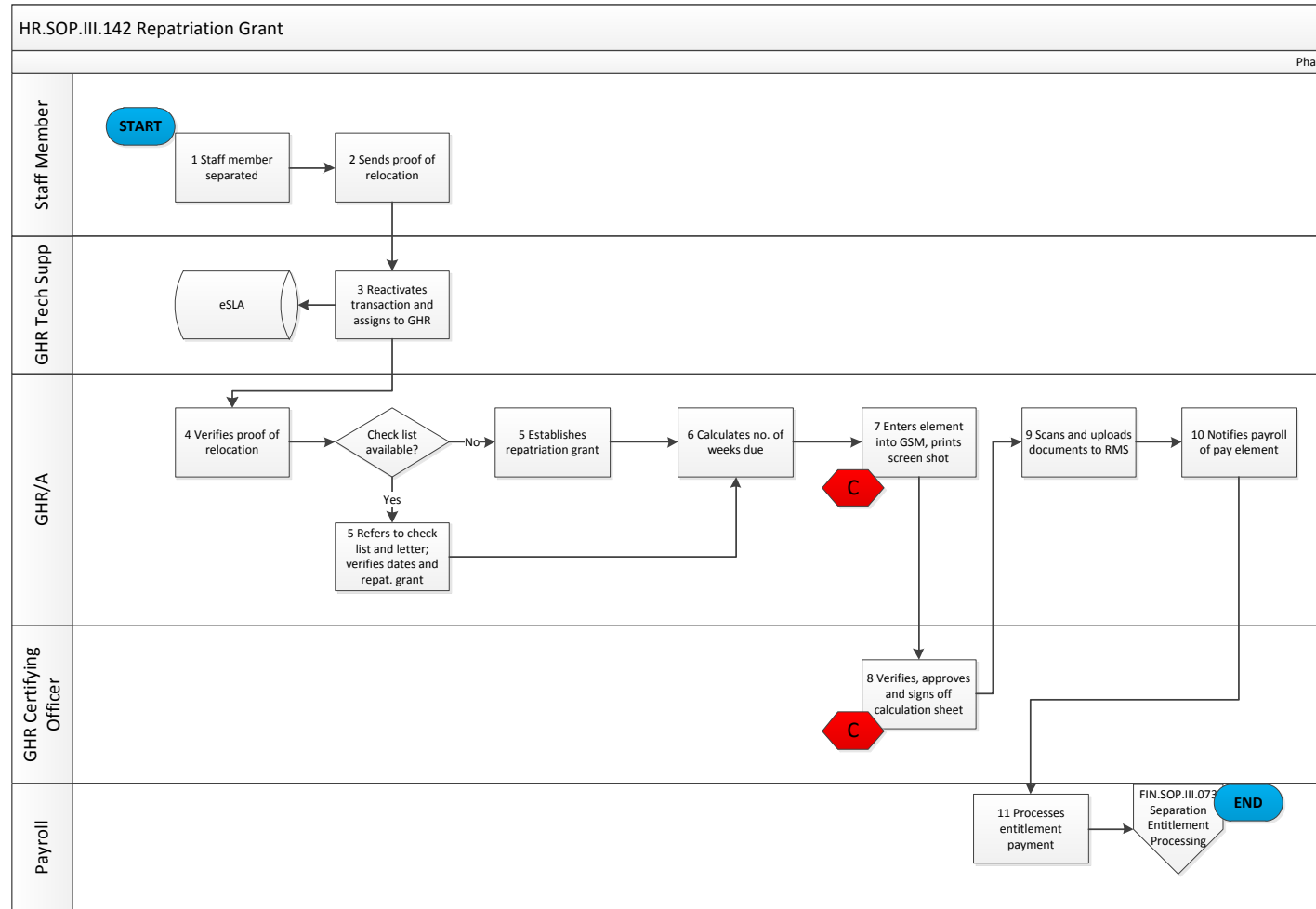
- III.3.11 Repatriation Grant
- III.10.16 Entitlements on separation

1.3.3. Related SOPs

- HR.SOP.III.110 – Separation due to resignation
- HR.SOP.III.112 – Separation due to retirement
- HR.SOP.III.114 – Separation due to non-renewal upon completion of appointment Staff Rule 1040
- HR.SOP.III.115 – Termination under SR 1050.1
- HR.SOP.III.116 – Termination under SR 1050.2
- HR.SOP.III.118 - Termination for Reasons of Health under Staff Rule 1030
- FIN.SOP.XII.073 – Separation Entitlement Processing

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2. PROCESS FLOW



3. PROCESS STEPS

Step	Control (C)	Type	Process	Role / Responsibility
1			<p>Staff member separated from the organization. Upon taking up residence in a country other than the staff member's country of duty station, an expatriate staff member may claim the repatriation grant by sending proof of residence in a country other than their last country of assignment and residence. The separation process must be completed and the staff member must have left the Organization before any repatriation grant can be paid.</p> <p>See SOPs</p> <ul style="list-style-type: none"> • HR.SOP.III.110 – Separation due to resignation • HR.SOP.III.112 – Separation due to retirement • HR.SOP.III.114 – Separation due to non-renewal upon completion of appointment Staff Rule 1040 • HR.SOP.III.115 – Termination under SR 1050.1 • HR.SOP.III.116 – Termination under SR 1050.2 • HR.SOP.III.118 – Termination for reasons of Health SR 1030 	Staff member
2		Offline	<p>Within two (2) years of separation date sends proof of relocation to Global Service Centre/Human Resources, Cyberjaya, Malaysia by mail or by email to gschrservices@who.int e.g. a declaration by immigration, police, tax or other authorities of the new country of residence, by a senior United Nations official in that country or by the former staff members new employer</p>	Staff member
3		eSLA	Reactivates transaction in eSLA and assigns to HR Administrator	Technical Support Team
4		Offline	Verifies the document of proof of relocation ensuring that date of document is after	GHR Administrator

			the separation date.	
5		RMS offline	<p>Refers to the Checklist on Separation Entitlements completed at the time of the staff member's separation for Repatriation Grant and the staff member's separation letter where the entitlement to repatriation grant was established. Verifies no change in separation date.</p> <p><i>If separation checklist not available</i> establishes the repatriation grant entitlement by verifying :</p> <ul style="list-style-type: none"> • staff member has performed at least one year of continuous service outside the country of recognized place of residence • expatriate status of staff member for full period of service and takes notes of periods when the staff member was assigned to country of recognized place of residence • a recognized spouse or a dependent child as at date of separation existed to determine entitlement to D (dependent) Rate of repatriation grant. If no spouse or dependant child repatriation grant rate is S (single) • if staff member was reassigned to his/her country of recognized place of residence reviews service time and makes relevant deductions and credits as per WHO eManual III.3.11 paragraph 40 and 50. 	GHR Administrator
6		Offline	<p>Calculates number of weeks of repatriation grant due in accordance with Staff Rule 370 table taking into account:</p> <p>GSM leave and absence system and legacy records (AFI) to determine periods of exclusions for repatriation grant</p>	GHR Administrator

			<ul style="list-style-type: none"> • Where a staff member has periods of service in the country of recognized place of residence, calculate accrued years of service time as expatriate (accrued years of entitlement shall not exceed 12 years), and then reduce service by 1 year for each completed six months of service in the country of recognized residence. • If the staff member was then reassigned outside the country of recognized residence, restore the credit at the rate of one year for each completed six months of service outside the country of recognized residence until s/m reaches service credits previously accrued. Thereafter qualifying service credits will continue to accrue (in computing reductions and credits, periods of service of less than six months are prorated to the last completed month) • Deducts periods of absence on LWOP or SLIC of 30 days or more (deduct full periods) from qualifying service count) • if spouse works in a common system organization (refer to eManual III.3.11 to establish entitlement; contact other UN Organization, if necessary) 	
7	C	GSM	<p>Enters element to GSM following the steps below:</p> <ul style="list-style-type: none"> • Select HR Administrator GSC responsibility • Select the function Element Entry – HRM • Select an appropriate value from the list of values, for example “Employee Number” • Select on Value field and enter an appropriate value into the field, e.g. “S012345” • Click on Find button ensuring that the staff name is correct • Click on Alt Effective Date icon in the tool bar 	GHR Administrator

			<ul style="list-style-type: none"> • Click on Calendar icon of Effective Date field and enter separation date into the field, for example "01-May-2011". • Click on OK button • Click on the List of Values icon of Element Name field • Search from Entry History if element already exists • Select the appropriate Element from the list of values – "Repatriation Grant Information" • Click on Entry Values button • Enter the number of weeks of salary qualifying for payment of repatriation grant and click "Save". • Select the appropriate Element from the list of values – "Repatriation Grant Second Payment" • Click on Save icon in the tool bar • Click on Internet Explorer Main Window Close button to close the window <p>Provides GSM data entry screenshot to certifying officer.</p>	
8	C	Off line	Verifies the calculation, approves repatriation grant based on relocation document and signs off the calculation sheet.	GHR Certifying Officer (NPO)
9		RMS	Scans and names document based on RMS naming convention i.e. S01234RepatriationGrant2011. Uploads to RMS.	GHR Administrator
10		Off line	Notifies payroll of pay element in GSM via email	GHR Administrator
11		GSM	See Payroll Process FIN.SOP.XII.073 Separation Entitlement processing	Payroll

4. KEY RISKS & COMPENSATING CONTROLS

Risks	Compensating Controls	Process Step
Over/underpayment due to errors in calculating service time	Calculation sheet completed and Screen Shot of element entry verified by Certifying HR Officer	Steps 7 and 8
Over/underpayment payment due to error in establishing D or S rate	Calculation sheet completed and Screen shot of element entry verified by Certifying HR Officer	Steps 7 and 8