

UNFPA

Policy Title	Policy for Retention in Service beyond the Mandatory Age of Separation
Previous title (if any)	
Policy objective	The policy establishes the criteria under which a staff member may remain in service beyond their mandated date of separation, on an exceptional basis.
Target audience	All UNFPA staff members
Risk control matrix	Risk Control Matrix
Checklist	N/A
Effective date	17 August 2023
Revision History	Issued: 1 January 2014 Revision 1: 1 September 2022 Revision 2: 17 August 2023
Mandatory review date	17 August 2026
Policy owner unit	Division for Human Resources
Approval	Link to signed approval template

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Policy for Retention in Service beyond the Mandatory Age of Separation

I. Purpose

1. The purpose of this policy is to distinguish between a staff member's normal retirement age and the mandatory age of separation. The policy also establishes the criteria under which a staff member may remain in service beyond their mandated date of separation.

II. Policy

Normal Retirement Age

2. The normal retirement age is the age at which a United Nations Joint Staff Pension Fund (UNJSPF) participant can retire with a full retirement benefit unreduced on account of age, in accordance with Article 28 of the [UNJSPF Regulations and Rules](#), as follows:
 - a. 60 years for participants who entered or reentered the Pension Fund on or before 31 December 1989;
 - b. 62 years for participants who entered or reentered the Pension Fund between 1 January 1990 and 31 December 2013; or
 - c. 65 years for participants who entered or reentered the Pension Fund on or after 1 January 2014.
3. Staff members may remain in service of the organization after the normal retirement age of 60 or 62, until the mandatory age of separation of 65.
4. In accordance with [Staff Rule 13.4 \(b\)](#), staff members who wish to separate from service at their normal age of retirement of 60 or 62 or anytime thereafter before the age of 65 shall give written notice of three months if holding a permanent or continuing appointment, or 30 calendar days if holding a fixed-term appointment. The Director, Division for Human Resources (DHR) may accept shorter notice from staff members in the international professional or higher categories and staff members in the general service category serving at headquarters¹. The respective human resources business partner may accept shorter notice from staff members in the national professional officer and general service categories who are serving in duty stations outside headquarters.

¹ For the purposes of this policy, headquarters refers to the following UNFPA duty stations: Brussels, Copenhagen, Geneva, London and New York.

Mandatory Age of Separation

5. The mandatory age of separation is the age at which staff members must be separated from the service of UNFPA as set by the [United Nations Staff Regulation 9.2](#) and [Staff Rule 9.5](#).
6. United Nations Staff Regulation 9.2 provides: “Staff members shall not be retained in active service beyond the age of 65 years. The Secretary-General may, in the interest of the Organization, retain staff members in service beyond this age limit in exceptional cases.”
7. No staff member has a right to be retained beyond the mandatory age of separation. Retention in service of staff members beyond the mandatory age of separation is an exception to the provisions of Staff Regulation 9.2, which may be approved by the Director, DHR under authority delegated by the UNFPA Executive Director.

Criteria for Retention of Staff

8. Retention in service beyond the mandatory age of separation for a staff member, up to and including at the D-2 level, may be approved by the Director, DHR provided the criteria below are met:
 - a. It has not been possible to identify a qualified candidate to discharge the functions of the post in a timely manner; and
 - b. Retention of the staff member is in the interest of UNFPA due to the exigencies of the service concerned.
9. If a staff member is retained, it shall be for the minimum time required for the replacement of the staff member concerned and should not normally exceed six months after the staff member has reached the mandatory age of separation.
10. During the period of retention, staff members shall continue to be participants in the United Nations Joint Staff Pension Fund until their separation from service.

III. Procedures

11. Requests for the retention of staff beyond the mandatory age of separation shall be made by the head of unit² to the Director, DHR.
- a. A head of unit must regularly monitor all vacancies that are foreseen to occur in their business unit, normally as a result of staff reaching their normal retirement age or mandatory age of separation, and ensure that such vacancies are advertised at least six months before the anticipated vacancy occurs.
 - b. The request must include actions taken to fill the post the staff member encumbers.
12. The Director, DHR, will review such requests considering the above criteria and take the final decision.

IV. Risk Control Matrix

Risk Description	First Line of Defense Controls			Second Line of Defense Controls		
	Control Activity Description	Reference (Policy section, paragraph or Control #)	Who performs	Control Activity Description	Reference (Policy section, paragraph or Control #)	Who performs
Staff members are routinely retained beyond their mandatory age of separation establishing unequal conditions of service.	Requests for retention of a staff member must include actions taken to fill the post the staff member encumbers.	12	head of unit	Retention is subject to two criteria, namely it has not been possible to identify a qualified candidate and retention is in the interest of UNFPA due to	9, 13	Director, DHR

² The UNFPA head of unit refers to the representative, division director, regional or sub regional director, country director or the head of office in countries without a UNFPA representative. This task can be undertaken by the delegated officer as appropriate.

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				exigencies of service.		
Vacancies are not filled in a timely manner due to short notice of staff member intention to retire.	Head of unit must regularly monitor vacancies that are foreseen to occur in their business unit as a result of reaching the normal retirement age or mandatory age of separation.	8	head of unit	The policy requires written notice of intention to retire. A notice period shorter than the applicable 30 days or three months may be approved by DHR.	4	Director, DHR or HRBP