**Early Clearance Action and Annual Leave Balance Form**

*To be completed by the staff member and an authorized official in the staff member’s departing unit/office/bureau on the staff member’s last day of service at the duty station. Send a copy to the* [*BES*](https://info.undp.org/gssu/SitePages/Home.aspx) *– UNFPA team*

*This form is also used for SLWOP and Transfer/Secondment/Loan from* ***UNFPA*** *to another UN Agency*.

1. Information on staff member: *(Please write as dd/mm/yy)*

Staff member name       Empl.ID/ Index No

Division / Branch / Duty Station       COB date dd/mm/yy

Last day of active duty at duty station dd/mm/yy…………………………………Agency      …………..

Expected date of departure/travel from duty station dd/mm/yy…………………..Grade      …………..

Annual leave balance (A/L) as per COB date

*(Please write number of days in numbers and in words)*

# 2. Outstanding obligations of staff member to UNFPA, to be recovered from final entitlements:

      ……………………………….………..US $

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff member has returned the following:** | Yes | No | N/A |
|  | Office equipment (laptop, mobile telephone etc.) or any other inventory item | [ ]  | [ ]  | [ ]  |
|  | All Identification Cards and other items issued by the host Government UN Identification Card/Access Card/Chip | [ ]  | [ ]  | [ ]  |
|  | Keys to office, desks, filing cabinets, etc | [ ]  | [ ]  | [ ]  |
|  | UN Parking Permit/Card | [ ]  | [ ]  | [ ]  |
|  | Personal telephone/mobile charges have been settled    | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| **Access to IT systems/E-mail account cancelled** | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| **Please remind the staff member of the following:** |
|  | * Apply for change of [G-4](https://intranet.undp.org/unit/bom/ohr/g4_visa_information_centre/SitePages/Home.aspx) visa [within 30 days](https://intranet.undp.org/unit/bom/ohr/Shared%20Documents%20Global/Cancellation_G_visas_DIP_NOTE_HC_CANCELLATION_VISA.pdf) (USA only)
* Submit [Exit Interview](http://sas.undp.org/Documents/Exit_Interview_for_Staff_based_in_New_York.doc) forms (P.18) (USA only)
* Update Leave records in [ATLAS](https://hr.partneragencies.org/psp/UNDPP1HR/EMPLOYEE/HRMS/h/?tab=DEFAULT) (leave monitor must make sure this matches the above balance)
* Return United Nations Laissez Passer ([UNLP](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=300&Menu=BusinessUnit)) to BES-UNFPA or [Travel Section in New York](https://intranet.undp.org/unit/oolts/oso/go/tss/SitePages/Travel%20Contacts.aspx)
* Complete the [Knowledge Transfer Note](http://sas.undp.org/Documents/UNFPA_Knowledge_Transfer_Notes_march2011.docx)
* Complete the [PAD](https://oam.myunfpa.org/oam/UI/Login?realm=/Apps&goto=https%3A%2F%2Fapps.myunfpa.org%3A443%2Fpad%2Findex.cfm%3Ffuseaction%3DHome)
 |

I hereby attest that the above information is correct. That there are no other matters, financial or otherwise known to the Division / Branch / Country Office, which have a bearing on the final entitlements.

**4. Attestation by Representative/ Executive/Administrative Officer/ Operations Manager**

 **Manager/ Certifying Officer** (Name, title, signature)

 **Date (dd/mm/yy)**

 **5. Attestation by Staff Member** (Name, title, signature)

 **Date (dd/mm/yy)**