



Frequently Asked Questions

RENTAL SUBSIDY

Q

Where can I find the reasonable maximum rent level for a duty station?

A

The maximum reasonable rent level by duty station is found in the Benefits at My Duty Station Calculator on the Pay and Benefits page of the HR Portal. The maximum rent levels are also published in Information Circulars that you can find by searching the HR Handbook.

> **Go to the Benefits Calculator** (Link not yet available)

Q

Where can I find the threshold percentage for rent at a duty station?

A

The threshold percentage is published by the International Civil Service Commission on its website. From the ICSC homepage map, click on the country, the information icon, and from the data that opens about that country, click post adjustment classification. Rental subsidy percentage for that country is also provided on the screen.

>**Go to the ICSC site - <http://icsc.un.org>** (Please note that certain data is not available through the public website but is available through the UN intranet or extranet)

Q

In Europe and North America, will a seven-year rental subsidy period start again if I leave on assignment to a different duty station and then return to the original duty station?

A

If you return to the same duty station the seven-year scheme starts anew *only* if you have spent six months or more outside of the duty station and if the return to the duty station required a change of residence.

Q

If I am receiving a rental subsidy, what do I have to do when I renew my lease?

A

Starting 1 July 2014, Umoja will start to be deployed at various duty stations. If Umoja has not yet been deployed where you are located then you must follow the procedures currently in place. With Umoja, you manage your rental subsidy application, changes, and annual declaration through the system. Forms are not used but certain documentation is required.

1) For a new rental subsidy application or a revised application when there is a change in the rent, dwelling or family situation,

Submit a new application as soon as you sign the lease and have all of the documentation. Submit a revised application for a change in rent, dwelling, or family situation no later than 30 days after the change has occurred.

- 1) Log in to the Umoja Employee Self Service Portal (ESS)
- 2) Select Entitlements
- 3) Click on 'Check Entitlements Eligibility'

4) Select Rental Subsidy – Apply online

IMPORTANT: You must retain all **original** documents for a period of **five years** starting from the date of the submission of the claim.

2) Annual Declaration when there is no change and your lease is still valid. Certify the information on file to receive continued payment of the subsidy.

- 1) Log in to the Umoja Employee Self Service Portal (ESS)
- 2) Select Life and Work Events
- 3) Select Work Events>Annual Declaration, then Rental Subsidy

Q

How can I estimate the amount of a rental subsidy in a duty station?

A

You can get an estimate by using the **Benefits at My Duty Station Calculator** on the Pay and Benefits page of the HR Portal. (Link not yet available)

Q

Can I apply for rental subsidy if I have been living in the area of the duty station before becoming a UN staff member?

A

In Europe and North America the rental subsidy period at a duty station is seven years from the date in which the person took up residency in the commuting area of the duty station, which is defined on a local basis. If you have lived in the commuting area of the duty station for more than seven years before being internationally recruited as a UN staff member, you do not receive a rental subsidy. If you have lived in the commuting area of the duty station for less than seven years, you may apply for the rental subsidy for the balance of the seven-year period.

Q

When assigned to a new duty station, why does a rental subsidy not cover the first 30 days?

A

Rental subsidy begins once you are settled with the DSA portion of the assignment grant covering the period when you first arrive. The subsidy is generally payable from the first day following the end of payment of the Daily Subsistence Allowance (DSA) portion of the Assignment Grant, or from the first day of your lease agreement, whichever date is later.

Q

When is the "single rate" or the "dependant rate" used in the rental subsidy calculation to determine the threshold percentage rate?

A

The rental subsidy calculation is a complex formula using several main contributing factors: your duty station and what is considered to be the highest reasonable rent level you should pay in that location (maximum rent level), the actual amount of rent you pay (lease), your family composition and your income (grade level and step).

The "dependant rate" is used if a staff member's spouse and/or child has been recognized as an eligible dependant by the Organization and the salary is at the dependency rate. If no spouse or child is recognized as an eligible dependant, the salary is at single rate and the "single rate" is used in calculating the rental subsidy.

Q

What is the individual threshold for determining a rental subsidy?

A

It is the portion of rent NOT subject to a subsidy by the UN at the duty station. The rental subsidy calculation is a complex formula using several main contributing factors: your duty station and what is considered to be the highest reasonable rent level you should pay in that location (maximum rent level), the actual amount of rent you pay (lease), your family composition and your income (grade level and step).

The individual threshold is calculated as (monthly net salary + post adjustment) x threshold percentage rate. If your rent is less than your individual threshold, there is no rental subsidy. Your individual threshold can change with changes in base salary, post adjustment, or family situation.

Q

My spouse (or child) does not reside at my duty station but does come for periodic visits. How does this affect my rental subsidy?

A

Your dependents who are recognized by the Organization (spouse and children) must live reside with you at the duty station for the major part of the year to be considered in the determination of your reasonable maximum rent level.

Q

What happens to my rental subsidy while I am on Special leave without pay (SLWOP)?

A

The rental subsidy stops at the beginning of the period of SLWOP and resumes on return to duty. The SLWOP period is not counted towards the normal maximum seven-year period of the rental subsidy in Europe and North America. If the period of SLWOP is less than one full month you will not receive payment of rental subsidy for that month.