



Organization for Security and Co-operation in Europe

Director for Human Resources
Vienna, 1 September 2003

Staff Instruction No. 2/2003

Subject: Salary and Board and Lodging (BLA) Advances

1. Reference

Staff Rule 5.02.5 and 5.13.1 (d).

2. Purpose

The purpose of this Staff Instruction is to establish the conditions and the procedures for requesting advances against salary or Board and Lodging Allowance.

3. Applicability

This Staff Instruction applies to all fixed-term OSCE officials in the Secretariat, the Institutions and Field Operations.

4. Effective Date

This Staff Instruction shall take effect on 1st October 2003.

5. Stipulations

5.1 Staff Rule 5.02.5 (a) stipulates that salary advances may be paid under the following circumstances:

- (i) upon initial appointment,
- (ii) upon separation, and
- (iii) in case of exceptional personal financial difficulties.

In the case of *initial appointment*, should the eligible OSCE official arrive in the duty station without sufficient funds, an advance may be granted, in such an amount as the Chief of Personnel or Administrative Officer may deem appropriate, up to a maximum of two months' salary including any post adjustment, where applicable, or two months BLA.

In the case of *separation*, an advance may be granted when final settlement of remuneration cannot be made at the time of the OSCE official's departure. An advance in such a case cannot exceed 80 per cent of the estimated final payments due.

In the case of *exceptional personal financial difficulties*, (for example, in cases when an OSCE official needs to cover extraordinary medical or hospitalisation expenses, expenses in connection with the death of a close relative, unexpected expenses as a

result of catastrophic events, or education fees) the Head of Institution or Head of Mission or his/her authorised representative may authorise an advance. The request must be supported by a detailed justification in writing. The maximum amount of salary or BLA advance shall not exceed one month's salary or one month's BLA.

5.2 A salary advance may also be granted in the case of an individual departing on annual leave before the monthly pay is received. The maximum amount of salary or BLA advance shall not exceed one month's salary or one month's BLA.

5.3 The currency of the salary or BLA advance shall be the currency of the OSCE official's salary or BLA.

6. Procedure

6.1 Any request for salary or BLA advance must be submitted to the respective Personnel/ Administrative Section using the request form attached in Annex I.

6.2 In the case that the OSCE official is eligible to receive both a salary and a BLA, the advance can be requested either against the salary or the BLA, not against both options.

6.3 The salary or BLA advance shall be reimbursed either in its entirety from the following month's salary or in equal instalments within a maximum period of 12 months or the period to the expiry of contract, whichever is less.

6.4 Should the OSCE official opt to reimburse the advance in equal instalments, the deductions will be made every month from the salary or BLA.

6.5 For the advances made upon separation, the advance shall be recovered from the separation payments when made.

7. Forms

Request for Salary or BLA Advance form is attached in Annex I.

Name: _____

Contract expiry date: _____ Grade _____ Step _____
(where applicable)

Assignment Location:

- ☐ Initial Appointment
- ☐ Separation
- ☐ Departing on Annual Leave (attach authorised leave request)
- ☐ Other, please attach a detailed justification addressed to Head of Institution, Head of Mission or his/her authorised representative

Amount: _____

Bank transfer ☒ Cheque ☐ Cash Payment ☐

Account number for bank transfer:

Next months salary ☐ In equal instalments ☐

Next months BLA ☐ Number of instalments

Date: _____

Signature: _____

Approved by:

Chief, Personnel Section (Personnel/Administrative Officer):