



## Annex I to Administrative Instruction

Ref. ICC/AI/2016/001

Date: 28 January 2016

### Related Allowances Applicable to Staff Members Holding Short-term Appointments

1. Notwithstanding the applicable entitlements and allowances described in the *Administrative Instruction on Short-term Appointments* (ICC/AI/2016/001), the following table sets forth a guideline on related allowances applicable to staff members holding short-term appointments:

Entitlement/Benefit	Short-Term Appointment
Base salary	YES
Annual within grade increment	YES
Post adjustment	YES
Rental subsidy/deduction	YES
Dependency benefits	YES
Education grant/Special Education grant	NO
Language allowance	NO
Mobility allowance	NO
Hardship allowance	YES
Additional Hardship allowance	YES
Non-removal allowance	NO
Hazard pay	YES (for non-family duty stations only).
Pension participation	YES (for 6 months of continuous service)
Sick Leave	YES (at the rate of 2 working days per month).
Emergency leave	YES (up to 7 days per leave cycle not to exceed the maximum amount of sick leave)

	credit entitled under contract).
Health Insurance	YES
After-Service Health Insurance	NO
Annual Leave	YES (at 2.5 days accrued per month).
Commutation of annual leave	YES (up to 30 days).
Maternity leave	YES (extension of appointment may be granted for the duration of maternity leave entitlement only).
Other parent leave	YES (provided that the staff member has serviced for minimum of 6 months continuous service and that his service is expected to continue for 3 months beyond return from other parent leave. No lump sum option).
Adoption leave	YES (provided that the staff member has serviced for minimum of 6 months continuous service and that his service is expected to continue for 3 months beyond return from adoption leave).
Special leave	YES (exceptionally and at discretion of the Registrar or Prosecutor).
Home leave	YES (after 1 year of service and with expectation of at least 6 months service upon return at a duty station with 12 month home leave cycle).
Rest and Recuperation	YES (at designated locations).
Medical evacuation travel	YES (for staff member only).
Travel upon appointment	YES (for staff member only).
Travel upon separation	YES (for staff member only).
Travel upon assignment	YES (for staff member only).
Travel days	YES (for staff member only).
Full removal upon appointment	NO
Full removal upon separation	NO
Unaccompanied shipment/relocation grant upon appointment	YES (100kg, for staff member only).
Unaccompanied shipment/relocation grant upon separation	YES (100kg, for staff member only).

Excess Baggage	YES (only for staff member; 10 kg per journey in addition to their free baggage allowance).
Assignment grant	YES (DSA portion only, and for staff member only as family is not installed).
Repatriation grant	YES (subject to conditions under staff rules where short term appointment is exceptionally extended for one year or more).
Termination indemnity	YES (for appointment of 6 months or more).
Death grant	YES
Compensation for service incurred injury, illness or death	YES
Special post allowance	NO (unless a staff member holding a fixed-term appointment is assigned to a short-term appointment at a higher grade than his or her own).