



# **G00055 Summary of Benefits Applicable to Open and Term Staff Appointed Locally in Country Offices**

The following is a summary of the benefits applicable to open and term staff appointed locally in World Bank Group Country Offices. It is compiled from various governing sources such as the Staff Rules and the Staff Retirement Plan, which may be amended from time to time and which provisions are controlling in all cases. In addition to the benefits described below, you may be eligible for benefits related to your assignment as stipulated in your Assignment Memorandum. All matters regarding benefits must be resolved according to the applicable, governing source documents, notwithstanding anything written in this Summary. The term "Bank Group" refers to the World Bank, IFC, MIGA, ICSID and GEF.

## **Domestic Partners**

The World Bank Group registers same-sex and opposite-sex domestic partnerships that meet the following criteria:

- The parties are not related by blood to a degree that would bar marriage where the parties reside.
- The parties are not married to anyone else.
- The parties are each other's sole domestic partner and intend to remain so indefinitely.
- The parties are legally competent to contract and of lawful age to marry.
- The parties have resided together in the same residence for at least 12 months and intend to do so indefinitely.
- The parties have been jointly responsible to each other for basic living expenses and welfare for at least 12 months.

Registered domestic partners (and their children) receive full benefits and services as described above except Dependency Allowance.

## **Employing Spouses/Domestic Partners**

The spouse or domestic partner of a staff member who meets the normal selection standards may be employed by the Bank Group. A spouse or domestic partners may be assigned to the same vice presidency or department, if neither supervises the other, directly or indirectly, and if their duties are not likely to bring them into routine professional contact. They may not be assigned to the same division or equivalent unit. A spouse or a domestic partner of a staff member may be assigned to the same country office, provided that neither supervises the other, directly or indirectly, and provided that the Vice President responsible for the country office, in consultation with the Manager, Human Resource Operations approves the assignment.

## **Dependency (Tax Equivalency) Allowances**

A tax equivalency allowance may be payable to eligible staff only if the country's tax code provides a benefit for taxpayers that have a dependent spouse and/or dependent children. Each Country Office has a different dependency allowance policy. Dependency allowances are not paid in many countries.

## Tax Allowance

Staff members who are liable for the payment of national income taxes on the remuneration received from the Bank Group receive a tax allowance as determined by the Executive Directors.

## United Nations Laissez-Passer

United Nations Laissez-Passer (UNLP) is an official travel document issued by the United Nations to employees of the UN and sister organizations under the provisions of Article VII of the 1946 Convention on the Privileges and Immunities of the United Nations. Purpose of UNLP is to enable eligible officials to undertake missions to a foreign country where this identification is needed to accomplish their professional duties. If your job requires travel, you may be issued a UNLP at discretion of your Manager. Please note that UNLP can be used for official travel only; if determined that Staff uses UNLP for personal/non-mission travel, the issue will be referred to the Office of Ethics and Business Conduct (EBC) for investigation. Please read carefully [WBG UNLP Procedure](#). UNLP is the property of the United Nations and must be returned to WBG Visa Office prior to or on the last day of your employment with the World Bank Group. Please refer to [UNLP Return Process](#). Failure to do so may jeopardize your ability to get a UNLP in the future.

## Leave Benefits

**Annual leave:** 26 working days per year, increasing to 28 and 30 days per year after five and ten years of annual leave respectively, accrued daily. Prior leave-accruing service generally applies towards the five and ten year service thresholds. Service as an extended term consultant or temporary does not apply towards the five and ten year service thresholds.

**Sick Leave:** 15 working days of sick leave per year, accrued daily. Medical certification is required if you are sick more than 5 consecutive days, and up to 10 sick days may be used for unplanned family needs (Short-Term Family Leave).

**Parental Leave:** Primary Caregiver (PC) is eligible for up to 100 working days for childbirth and/or adoption. Secondary Caregiver (SC) is eligible for up to 50 working days for childbirth and/or adoption. The parent who gives birth to a child is designated as the default Primary Caregiver, irrespective of whether that person is a staff of World Bank Group. All Parental leave days must be taken within 12 months from the date of the life event.

**Administrative Leave on Appointment:** Managers may authorize up to five working days of administrative leave to enable a staff member recruited from outside the duty station area to perform essential personal tasks associated with settling in the duty station area.

**Disability and Workers' Compensation:** WBG's disability program provides you and your family with income protection in the event you are unable to work due to an illness or injury, whether work-related or not. WBG pays 100% of the cost of the program. The disability program comprises of short-term disability and long-term disability. Short-term disability benefits are paid up to 24 months. Following short-term disability, if you qualify for long-term disability benefits, your employment at the WBG will be terminated and you will receive your disability pay at 70% of your net salary until your mandatory retirement age or until you cease to be disabled.

The Workers' Compensation program provides you with compensation and other benefits in the event of work-related illness, injury or death.

## **Staff Retirement Plan (SRP) Including Transfer Rights from Other Organizations**

The World Bank Staff Retirement Plan is mandatory for all open and term staff members. Restoration provisions exist for individuals who previously received benefits from the World Bank Staff Retirement Plan.

The World Bank Group currently has pension transfer agreements with some international organizations. In order to protect any possible transfer rights, you should not withdraw funds from the pension plan of your previous employer prior to contacting the Pension Administration Unit at [lpension@worldbank.org](mailto:lpension@worldbank.org) or (202) 458-2977 to seek clarification and further information. Please contact the Pension Administration Unit as soon as possible, as elections are time sensitive.

Transfer of Pension Credits from the United Nations Joint Staff Pension Fund (UNJSPF), the International Monetary Fund's Staff Retirement Plan (IMF's SRP) or the InterAmerican Development Bank's Staff Retirement Plan (IDB's Plan): If you have pension credits in the UNJSPF, the IMF's SRP or IDB's Plan, you may be eligible to transfer your pension credits to the World Bank Group's Plan. If you are interested in exploring the possibility of a pension transfer, please contact the Pension Administration Division for further information as soon as possible. If you satisfy eligibility requirements, election to transfer must be submitted in writing to the Pension Benefits Administration Committee of the World Bank Group within a short period of time after you join the Bank: 180 days for a transfer from IMF's SRP, or 6 months for a transfer from UNJSPF or IDB's Plan.

## **Medical Benefits Plan (MBP)**

The Medical Benefits Plan or MBP is a comprehensive health insurance plan provided by the World Bank Group to locally appointed staff and their eligible dependents in country offices. The Medical Benefits Plan (MBP) assists members in meeting medical expenses of certain treatment/services, facilities, and supplies. The MBP is a self-insured plan funded by Bank Group and member contributions.

Enrollment in the MBP is mandatory for staff, but optional for eligible family members; coverage is effective on the entry on duty date, provided enrollment is completed within 60 days of entry on duty or initial eligibility (for example, a new spouse must be enrolled within 60 days of a marriage). If a dependent enrollment is not received within 60 days after entry on duty or the life event that created eligibility, whichever occurs later, your dependent(s) will not be eligible for enrollment in the Bank's health insurance plan until the next open enrollment period, which takes place during the month of November and the coverage is effective the following calendar year on January 1st.

Dependents eligible for MBP coverage are: a legal spouse or registered domestic partner, a biological or legally adopted child, or a step-child (biological or legally adopted child of a legal spouse or registered domestic partner). Coverage for a child ends on the last day of the month of that the child turns age 26 unless the child is/was physically or mentally handicapped while meeting Bank Group dependency criteria (generally, age 24 or under, unmarried, and relying on you for principal support). Other dependents, such as grandchildren, nieces, nephews, siblings, or parents, and parent in-laws are not eligible for MBP coverage.

## **Retiree Medical Benefits Plan (RMBP)**

The Retiree Medical Benefits Plan (RMBP) is a medical insurance plan that provides coverage to eligible Country Office (CO) retirees and their eligible dependents for medical services. To qualify for coverage, staff must have at least five years of qualifying service and their age plus qualifying service must equal 60 or more. Staff contributions are based on a cost sharing arrangement, with a subsidy from the Bank Group earned for each year of qualifying service and reduced for each year that RMBP coverage begins prior to normal retirement age. The earliest age at which RMBP coverage can begin is age 50. The annual premium will be subject to increases every July 1 in your final net salary, which will be indexed in line with the pension cost of living increases. In addition, the premium is reviewed every year to reflect the RMBP plan's experience and general medical inflation.

## **Life Insurance**

WBG provides life insurance coverage to help protect the financial security of your loved ones in the unfortunate event of your death from any cause. All eligible staff members automatically receive Bank-paid basic coverage of 100 percent of annual net salary at no cost to the staff member. Coverage is reduced after age 67. An additional 200 percent of annual net salary will be provided through the Staff Retirement Plan at no cost to the staff member. Additional optional coverage of up to 500 percent of annual salary, at the staff member's expense, is offered to all eligible staff. Total coverage (Bank-paid plus optional) cannot exceed 800 percent of annual net salary. Optional life insurance enrollment is effective upon completion of enrollment, provided enrollment is completed within 60 days of entry on duty. If a staff member delays enrollment for more than 60 days after entry on duty, evidence of good health must be furnished at the staff member's expense to the insurance company, who may not accept the application if the health of the applicant is not satisfactory. Coverage is effective only after the insurance company approves the application.

Staff may increase their Optional Group Life insurance following a life event (birth or legal adoption, marriage, divorce, death of dependent) by one times annual net salary coverage (subject to the maximum of optional coverage of five times annual net salary) without providing evidence of good health to the insurance company, provided the application for the increase in coverage is made within 60 days of the life event.

Optional dependent life insurance is also available at the staff member's expense. A standard option provides 25% net annual salary coverage for a spouse/registered domestic partner, and 5% net annual salary for each eligible dependent child between the age of 4 and 25. Enrollment is effective upon completion of enrollment, provided enrollment is completed within 60 days of entry on duty.

Outside of the 60-day window, evidence of good health must be furnished at the staff member's expense to the insurance company, who may not accept the application if the health of the applicant is not satisfactory. Coverage is effective only after the insurance company approves the application.

## **Accidental Death & Dismemberment (AD&D) Insurance**

The AD&D coverage provides financial security to you and your loved ones in the unfortunate event of a death due to an accident. You and your family are protected 24/7. The benefit is paid only following an accident. All eligible staff members automatically receive coverage of three times net annual salary at no cost to the staff member. Deaths from certain causes are excluded, including death during service with armed forces of any country, suicide, death from illness or infectious disease, or deaths in airplane accidents where the covered individual was part of the airplane crew. Benefit is payable as a result of an accidental death due to an aircraft accident during official travel only. Benefit is payable as a result of an accidental death due to an act of war (declared or undeclared war). Bank-paid Accidental Death and Dismemberment insurance may provide partial benefits in the event of dismemberment, permanent and total paralysis, or loss of eye(s), speech or hearing. "Net annual salary" for the purposes of insurance benefits only is calculated by taking 75% of gross salary for those staff members paid on a gross basis.

Staff may also purchase optional AD&D Insurance of three times net annual salary, in addition to the Bank-provided three times net annual salary.

## **Overtime**

Overtime is work performed in excess of the staff member's regular work week. Annual, sick, and emergency leave and official holidays are counted as time worked in computing the work week required before overtime payment is made. Staff members holding positions at levels GA through GD only are eligible for overtime work.

## **Financial Assistance Program**

The Bank Group offers several loan programs to staff, including settling-in, education, emergency and housing. Each loan has different eligibility requirements, loan terms and interest rates. Repayment is made through payroll deduction and cannot exceed the duration of the appointment.

- Staff members who are newly hired at World Bank Group may apply for a Settling-in loan within six months of entry on duty.
- Existing staff members with no outstanding settling-in loans may apply, within three months before or after taking up an assignment at a new duty station or returning to the prior duty station. See [Staff Rule 6.18 – 4 Loans](#) for Settling-in Expenses for more information.

## **Credit Monitoring and Identity Protection Services**

In response to global threats to personal privacy and security, and as a prudent cyber security measure, the World Bank Group has decided to offer credit monitoring and identity protection products and services at no cost to its eligible staff.

This is a voluntary benefit. If you choose to enroll, you will be requested to provide personal identifiable information to the service provider and enter into a contractual relationship with the company. You will also be bound by provider's terms and conditions, including for dispute resolution purposes.

Your benefit coverage will stop when you leave the Bank Group. You will however have the option to maintain the coverage at your own cost.