

9.12 Financial Liabilities of Staff who Leave Overseas Post Early

This policy gives guidance on any financial implications that may arise should you leave your posting early.

Main points of policy:

- You may be required to pay your own travel costs back to Northern Ireland – Section 1.1
- You may be required to repay some of the costs incurred in transferring out to the Posting – Section 3
- Personal and health reasons may be mitigating factors in determining if you have to repay costs – Sections 2.3 and 2.4

You may also be interested in the following policies:

8.07 Pay for Overseas Postings, 9.04 General Guidance on Overseas Posting, 9.06 Administrative Arrangements for Overseas Posting, 9.07 Other Allowances and Grants or Overseas Posts, 9.08 Medical Arrangements at Overseas Post, 9.09 Overseas Subsistence Allowance, 9.10 Overseas Posting and Travel, 9.11 Cost of Living Addition for Overseas Posts

This policy is version 1.

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

9.12 Financial liabilities of staff who leave post early

1 General principles

1.1 If you leave your post early for personal reasons you may be required to pay some or all of your travelling expenses back to NI. In some circumstances you may be required to refund all outward costs. In particular, no contribution from public funds will be made for car freight on the return journey.

2 Reasons for leaving post

2.1 Departmental reasons

2.1.1 If the posting is curtailed for Departmental reasons, you will not incur any financial penalties.

2.2 Disciplinary or misconduct

2.2.1 Penalties as detailed below at paragraphs 3.1 to 3.3 may be imposed if management curtail your posting for disciplinary/misconduct reasons. No action will be taken until formal disciplinary charges have been brought and proven.

2.3 Health or compassionate reasons

2.3.1 If the Department considers that a posting should be curtailed on health or compassionate grounds, there will be no financial penalties.

2.4 Personal

2.4.1 Personal reasons for curtailing postings are considered on their merits by your Department and if your application is unsuccessful, the penalties at paragraph 3.1 to 3.3 below may be applied.

3 Penalties

3.1 Travelling expenses

3.1.1 Liability after less than six months

Your costs back to NI are not payable from public funds and you are also required to refund the outward costs.

Should you leave the posting within six months of returning from a fare paid leave journey you will be required to refund the cost of fares for the journey back to post from leave. The costs of fares and freight of effects back to NI are apportioned as in the examples below.

3.1.2 Liability after serving six months or more

Your contribution is based on the number of months remaining of the posting subject to the following:

- a. Departments will not make any contribution towards car freight from post to NI;
- b. there will be no contribution to return costs to NI incurred more than six months after the date of resignation or other non-operational termination of posting.

Example

Tour length 1 x 24 months
Time served at post 16 months

Your contribution to return costs:

Air Fares, unaccompanied			
Air Freight and Heavy Baggage	24 - 16	=	1
	24		3

3.2 Advance of salary

3.2.1 Your Department will decide how the outstanding balance is to be recovered, but the recovery period will not exceed the original repayment period. If you are leaving the Department, the outstanding balance should be repaid immediately.

3.3 Transfer grant

- a. If you have served for more than one year - recovery is waived.
- b. If you have served for less than one year - the whole amount is to be repaid.

4 Extended postings

4.1 If you are serving on a consecutive or extended posting at the same overseas location you may have your heavy baggage, furniture and car transported within normal entitlements at public expense.