



COURTESY PERIOD

for an international civil servant who is about to retire

This form has to be returned to the Swiss Mission with a letter from the HR department of the Organisation.

- In accordance with directives currently in force, the civil servant enjoys a courtesy period of two months after the termination of his/her employment. This courtesy period is granted automatically, without the express authorisation of the Swiss Mission.
- A courtesy period of a maximum of three months may be applied, using this form, for a civil servant resident in Switzerland who is about to retire, to enable him/her to arrange its departure abroad or pending the granting of a Swiss residence permit by the Cantonal authority. Any other requests for courtesy periods must be submitted by the International Organisation, with a detailed justification of the request.
- During the courtesy period, the civil servant does not enjoy customs privileges.
- On expiry of the courtesy period, the International Organisation must return the civil servant's legitimation card and, if applicable, those of the family members. The high ranking civil servant must return the diplomatic registration plates to the Vehicles Service of the Canton of residence.

I, the undersigned, request a courtesy period of three months, as of _____, date on which my employment ends.

Name/s and surname/s _____

Legitimation card

Type

No

valid until

Private address

Postal code

City

Country

International Organisation

I request the same courtesy period for my family member/s

☐ yes

☐ no

Reason of the request:

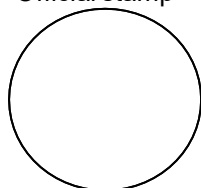
☐ to organise my departure abroad

☐ awaiting the granting of a Swiss residence permit

Date _____

Signature _____

Official stamp



Date _____

Signature (HR department)

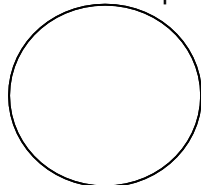
To be completed by the Swiss Mission, which will return the original to the International Organisation with its decision and will send a copy to the competent Cantonal authorities.

After examination, the Swiss Mission:

☐ accepts the request and grants a courtesy period of three months, until _____, to the above-mentioned person and, if applicable, to the family members;

☐ does not accept the request.

Official stamp



Date _____

Signature _____