

## **Useful Working Tool for Administrative/Executive Officers & Leave Monitors.**

- Attendance **records** must be **maintained on a daily basis** to avoid complications and supporting documentation must be received on a timely basis.
- Know who the staff members with **flexible working hours** are and ensure that approval from their respective Supervisor is obtained, to avoid misunderstanding.
- There are **10 UN official holidays per calendar year** which must be recorded as soon as they are announced by the Secretary General or Head of Offices and no leave is charged on those days.  
(If SSA is less than 30 days, no payment is made for working on official holidays, unless SSA explicitly states otherwise. If SSA is greater than one month, official holiday is observed without any reduction in pay if consultant is paid on basis of full months of service provided.)
- Know the **type of contract** (TA, FTA, CA, PA, ALD, SSA, SC, UNVs) that each person has and its start date & duration, in view of the differences in the leave entitlements for each contract type.
- A valid **supporting document** is required for **any absence** from duty and it must be attached to the individual's monthly leave report for audit purpose.
- An individual must **never certify or approve his/her own absence** from duty.
- **Leave** may be taken in **units of days** and **half-days** only (except Comp. Time Off).
- **Annual leave** and **official holidays** as applicable for **SSA** must be explicitly **stipulated in the contract**.
- **UN** and **UNOPS** may have **different cut-off dates** and **leave entitlements for SSA** contract holders.
- **Staff Rules/Manuals/Guidelines/Circulars/Cards/Forms** etc. are available on **UNDP &/or OHR Websites**.

Here attached are detailed information/entitlements of the various types of leave/absences relating to:

- 1) **Annual Leave**
- 2) **Sick leave, Family Leave & Medical Evacuation** (uncertified, certified and extended sick leave)
- 3) **Maternity Leave**
- 4) **Paternity Leave**
- 5) **Adoption Leave**
- 6) **Home Leave Travel & Family Visit Travel**
- 7) **Special Leave** (including full pay, partial pay, half pay, without pay & in case of adoption of a child)
- 8) **Compensatory Time Off & Overtime**
- 9) **Night Differential**
- 10) **Official Business & Detail Assignment**
- 11) **Security Evacuation.**
- 12) **Rest & Recuperation & Procurement Travel**

### **ABBREVIATIONS** (commonly used in this training material)

ALD	Appointment of Limited Duration	PA	Permanent Appointment
CA	Continuing Appointment*	PAF	Personnel Action Form
COB	Close of Business	POPP	Programme & Operations Policies and Procedures
D/S	Duty Station	SC	Service Contract
EOD	Entry on Duty	S/M	Staff member
FTA	Fixed Term Appointment	SR	Staff Rules
N/A	Not Applicable	SSA	Special Service Agreement
OHR	Officer of Human Resources	TA	Temporary Appointment
		UNV	United Nations Volunteer
			.../...

\*Not yet in force

ABSENCE MANAGEMENT for the Staff and Non-Staff Population

**ANNUAL LEAVE “AL”** (Provisional SR 5.1, POPP-HR, UNDP TA Guidelines, Staff Benefits & Entitlements Website, ALD User’s Handbook, SC Guidelines, SSA Guidelines. Conditions of Service for International Volunteers, UN Guidance on the Use of National Volunteers, United Nations Volunteers user guide.)

<u>Requirement/Recording of AL Entitlement (International FTA, PA, CA Must have minimum 1 year appointment. ALD and SSA contract holders must have appointment of 6 months or more.)</u>	<u>Locally recruited FTA, PA and CA</u>	<u>Internationally recruited FTA, PA and CA</u>	<u>ALD</u>	<u>SSA</u>	<u>UNV (International)</u>	<u>UNV (National)</u>	<u>SC</u>	<u>TA local</u>	<u>TA International</u>
<b>1) Maximum AL credit per month</b>	2.5 days	2.5 days	2.5 days*	1 day**	2.5 days	2 days	*****	1.5 days	1.5 days
If EOD starts on 1 <sup>st</sup> working day of the month	2.5 days	2.5 days	2.5 days	1 day**	2.5 days	2 days	days or more *****	1.5 days	1.5 days
If EOD 2 <sup>nd</sup> working day of month to the 16 <sup>th</sup>	2.0 days	2.0 days	2.0 days	1 day**	2.0 days	1.5 days	*****	1.0 day	1.0 day
If EOD on the 17 <sup>th</sup> onwards	1.0 day	1.0 day	1.0 day	1 day**	1.0 days	0.5 days	*****	0.5 days	0.5 days
If COB on 1 <sup>st</sup> through 15 <sup>th</sup> of the month	1.0 day	1.0 day	1.0 day	N/A	1.0 days	0.5 days	*****	0.5 days	0.5 days
If COB 16 <sup>th</sup> up to day prior last working day of month	2.0 days	2.0 days	2.0 days	N/A	2.0 days	1.5 days	*****	1.0 day	1.0 day
If COB on last working day of month	2.5 days	2.5 days	2.5 days	N/A	2.5 days	2 days	*****	1.5 day	1.5 day
<b>2) Maximum AL days accruable:</b>									
At 31 March of any year for Local FTA, PA, CA & ALD	60 Days	see below	(60 days***)	N/A	60 days	60 days	*****	18 days	18 days
For International FTA, CA, PA									
at end of 1 <sup>st</sup> year of service from EOD	N/A	30 days	N/A	N/A	N/A	N/A	N/A	N/A	N/A
at end of the 2 <sup>nd</sup> year of service	N/A	45 days	N/A	N/A	N/A	N/A	N/A	N/A	N/A
at end of the 3 <sup>rd</sup> year of service onwards	N/A	60 days	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>3) Maximum advanced AL days allowable only with Management approval and if the person has the required months service to recover leave advanced (eg. For 10 days advanced AL, S/M must have a valid appointment of at least 4 months from date of return from the AL.)</b>									
	(10 days)	(10 days)	***	N/A	(10 days)	(10 days)	*****	5 days	5 days

\*\* For contract of 6 months or more and if indicated in the contract.

\*\*\* ALDs must utilize all accrued AL within contract period, **no cash payment** is allowed for accrued AL.

\*\*\*\* Technically or with flexibility, advanced annual leave may be allowed for ALD Contract Holders.

\*\*\*\*\* **SC:** Annual leave will be accrued in accordance with the general local practice, except that in no case is the SC to provide for less than 1.5 days of paid leave per month (for example, 18 days per year if the SC is for a twelve-month period; if less than twelve months, the leave is pro-rated). All annual leave must be taken within the period of the SC.

When the SC is extended for an additional period, it is possible that the SC may be allowed to carry an accumulated annual leave to a maximum of 18 days. Unused vacation leave at the end of the SC cannot be commuted to cash.

**Note:**

Any absence of more than 2 hours or 4 hours (excluding the lunch hour) within a working day is counted as **half-day annual leave** or **one day annual leave** respectively.

**Annual leave days are not accrued while on special leave with partial, half or without pay of 30 continuous days or more.**

On separation of S/M governed by the Staff Regulations, the attendance records are audited and S/M (FTA, CA, PA only) may receive **cash payment** for accrued annual leave up to **maximum of 60 days**. (If re-employed within one year, the accrued annual leave days paid to the S/M for the previous assignment should be taken into account. This is in view of the maximum 60 days of accrued annual leave payable to a S/M which includes the accrued annual leave days paid to the S/M for previous assignments in the UN-System with break-in service of less than one year.)

In case of Inter-agency transfer, secondment or loan, S/M’s accrued annual leave days may be carried over from one Agency to another.

For **Temporary Appointments a maximum of 18 days can be commuted to cash.**

UNV volunteers on an initial assignment of less than 3 months will not accrue annual leave. If the assignment is extended and the total assignment reaches 3 months or longer annual leave will be accrued retroactively from the start of their assignment.

TOKTEN volunteers are not eligible for annual leave.

UNV volunteers must utilize all accrued annual leave within the contract period. Cash in Lieu of leave is applicable only to International UNV Specialist volunteers at the end of the UNV assignment if leave cannot be taken due to the exigencies of service.

**SUPPORTING DOCUMENTATION REQUIRED:**

**S/M’s “Annual Leave Request” form approved by the Supervisor or Head of Unit.**

ABSENCE MANAGEMENT for the Staff and Non-Staff Population

**2). SICK LEAVE “SL”, FAMILY LEAVE “FL” & MEDICAL EVACUATION “ME”**

(Provisional SR 6.2, POPP-HR, UNDP TA Guidelines, Staff Benefits & Entitlements Website, ALD User’s Handbook, SC Guidelines, SSA Guidelines. Conditions of Service for International Volunteers, UN Guidance on the Use of National Volunteers, United Nations Volunteers user guide.)

<u>Requirement/Recording of SL Entitlement</u>	<u>Locally recruited FTA, PA and CA</u>	<u>Internationally recruited FTA, PA and CA</u>	<u>ALD</u>	<u>SSA</u>	<u>UNV (International)</u>	<u>UNV (National)</u>	<u>SC</u>	<u>TA local</u>	<u>TA International</u>
1) <u>Maximum SL days per month</u> for appointment of less than 1 year	2 days/month	2 days/month	2 days/month	N/A			***	2 days/month	2 days/month
2) <u>Maximum SL days with Full Pay within any 1-year period (1 YP)</u> (eg. 05MAY98-04MAY99 is a 1-year period) for UNV assignments from 3 months to less than 12 months	65 days(1YP) With appointment of 1 to 4 years	65 days(1YP)* With appointment of 1 to 5 years	24 days/contract	N/A	15 working days		***	2 days/month	2 days/month
3) <u>Maximum SL days with Full Pay within any 4-year period (4 YP)</u> (eg. 16JUN95-15JUN99 is a 4-year period)	195 days (4YP), for appointment of 3 years or more	195 days (4YP), for appointment of 5 years or more	24 days/year	N/A	60 working days for appointments of 24 months or more.  (30 working days for assignments from 12 months to 24 months)		***	48 days for assignments up to 2 years	48 days for assignments up to 2 years
4) <u>Maximum SL days with Half Pay</u>	195 days (4YP) for appointments of 3 years or more. 65 days(1YP) With appointment of 1 to less than 3 years.	195 days (4YP) For appointments of 5 years or more. 65 days(1YP)* With appointment of 1 to less than 5 years	N/A	N/A	N/A		***	N/A	N/A
5) <u>Maximum uncertified SL**</u> for ALDs and SCs in any 6-month period; (which may be utilized for family-related emergency)	7 days/year Cut off Date 31 March for any year	7 days/year Cut off Date 31 March for any year	3 days in any 6-month period and not more than 2 consecutive days	N/A	<u>3 days</u> (for assignments of more than 3 months to 12 months). <u>7 days</u> (for assignments of 12 months or more)		3 days in any 6-month period and not more than 2 consecutive days	7 days/year	7 days/year
6) <u>Medical certificate required for consecutive SL</u>	4 days or more	4 days or more	3 days or more	N/A	4 days or more		4 days or more (within 6 month period)****	4 days or more (within 6 month period)	4 days or more (within 6 month period)
7) <u>Certified SL allowed during annual/home leave if it is more than 5 consecutive working days &amp; supported by a medical certificate</u>	6 days or more	6 days or more	N/A	N/A	N/A		***	N/A	N/A
8) <u>Maximum certified SL days</u> in any 12-month period that may be recorded by Leave Monitor without UN Medical Service certification. see Staff Benefits & Entitlements Website	20 days	20 days	10 days	N/A	10 days		***	3 days	3 days

\*Up to maximum 195 days within any 4-year period.

\*\*Family Leave (FL) for family-related emergencies may be used in lieu of Uncertified SL (ref. POPP-HR).

\*\*\*The SC holder is entitled to sick leave in accordance with the general local practice. After 3 uncertified sick leave days in any 6 month period, medical certification is required for any medically related absence for the rest of the contract period.

## **2. SICK LEAVE “SL” & MEDICAL EVACUATION “ME”(cont.)**

(Provisional SR 6.2, POPP-HR, UNDP TA Guidelines, Staff Benefits & Entitlements Website, ALD User’s Handbook, SC Guidelines, SSA Guidelines. Conditions of Service for International Volunteers, UN Guidance on the Use of National Volunteers, United Nations Volunteers user guide.)

### **Note:**

Medical evacuation is applicable to **staff** assigned to Country Offices and absence on **medical evacuation** is recorded as **certified sick leave**. For instructions relating to medical evacuation see POPP-HR Medical Evacuation Travel under Chapter on Travel. If S/M is not the patient but is **accompanying an eligible family member on medical evacuation**, the **absence is charged to uncertified sick leave for family-related emergency or annual leave or advanced annual leave or special leave without pay**, as applicable.

In case of **local ALD** only the **appointee is eligible for medical evacuation**. In case of **international ALD** the **appointee and recognized dependants are eligible for medical evacuation**.

When s/m is **nearing the total 65 days of sick leave** (uncertified & certified) within **any 1-year period** or **195 days within any 4-year period**, as applicable, the **Leave Monitor** must **bring that record to the attention of the Administrative/Executive Officer or Chief, Human Resources Service Centre, OHR**. A calculation of the extended sick leave with the expected date of exhaustion of the sick leave entitlement will be required. The case may have to be submitted to UN Medical Service and UN Pension Fund for decision on disability.

For guidelines and samples on **computation of sick leave for extended illness**, see Staff Benefits & Entitlements Website.

In case of **extended sick leave** whereby a s/m’s **contract is extended solely** to enable s/m **to utilize sick leave entitlement, no accrual of annual leave days** is applicable even though s/m is on full pay status.

**Sick leave with half pay** requires a **Personnel Action**, otherwise s/m will continue to be paid at the full rate.

If sick leave is not authorized, uncertified sick leave will be charged, if any, or annual leave, or special leave without pay, as applicable.

In case of **inter-agency transfer, secondment or loan**, the **total sick leave days** (uncertified & certified) taken by the S/M during the **past four years** must be **communicated from one agency to the other** at the beginning and end of the transfer, secondment or loan, as applicable.

**UNV:** UNVs are permitted to take family leave to attend urgent family matters. They include, but are not limited to: Sickness of a family member, death of a relative or close friend, school related obligations and activities of family members and unavoidable obligations at home. A male UNV may also take family leave for the birth of a child. **Uncertified sick leave** can also be used for **family leave** up to the eligible amount.

All absences that bring the total amount of uncertified sick leave beyond the allowable maximum will be charged to annual leave (or deducted from VLA or other entitlements if there is no annual leave balance).

**Medical evacuation** is recorded as certified sick leave. If UNV is not the patient but the person accompanying the dependent, then the days of her/his absence will be treated as **uncertified sick leave** (i.e family leave balance).

### **SUPPORTING DOCUMENTATION REQUIRED**

- 1) S/M’s request for sick leave
- 2) Medical certificate from treating physician in case of certified sick leave of up to 20 days within any 12-month period and in case of continuous certified sick leave periods as indicated in cells 7 & 8 above.
- 3) **UN Medical Service certification** for certified sick leave of **more than 20 days** in any 12-month period.
- 4) In case of medical evacuation, apart from medical certificates as indicated above, travel authorization is also required.



ABSENCE MANAGEMENT for the Staff and Non-Staff Population

**4. PATERNITY LEAVE “PL”** (Provisional SR 6.3, Staff Benefits & Entitlements Website, UNDP TA Guidelines, ALD User’s Handbook, SC Guidelines. Conditions of Service for International Volunteers, UN Guidance on the Use of National Volunteers, United Nations Volunteers user guide.)

<u>UNV and contract reform</u>	<u>Locally recruited FTA, PA and CA</u>	<u>Internationally recruited FTA, PA and CA</u>	<u>ALD</u>	<u>SSA</u>	<u>UNV (International)</u>	<u>UNV (National)</u>	<u>SC</u>	<u>TA local</u>	<u>TA International</u>
<b>1) Maximum continuous period of PL</b>									
For regular duty station	4 weeks*	4 weeks*	4 weeks*	N/A	N/A**	N/A**	****	4 weeks ***	4 weeks ***
For non-family duty station	8 weeks*	8 weeks*	8 weeks*	N/A	N/A**	N/A**	****	4 weeks ***	8 weeks***
<b>2) Maximum interval period between PL requests that S/M requires</b>	12 months	12 months	N/A	N/A	N/A**	N/A**	12 months	12 months	12 months
<b>3) Maximum number of PL that a S/M is allowed per career</b>	6 requests	6 requests	N/A	N/A	N/A**	N/A**	6 requests	6 requests	6 requests

\* In one or two periods only, starting and ending at any time within the first year following the birth of the child and the S/M must have completed at least 6 months of continuous service.

\*\* UNV: A male UNV may also take family leave for the birth of a child (see family leave).

\*\*\* TA: For staff holding a Temporary appointment, a minimum of 6 months of continuous service is required before paternity leave may be granted.

\*\*\*\* SC: Paid paternity leave must take into account the general local practice, except that in no case shall the paternity leave be less than four weeks, which is the minimum standard. The Paternity leave must fall within and be taken during the contract period. The SC holder must have had at least 6 months of service with UNDP at the time of the birth of the child. The leave is to be taken in one or two equal periods during the first twelve months from the birth of a child

**Note:**

The father must be a S/M at the time of the child’s birth.

**Paternity leave period** may be **combined** with **half-time work**, subject to the needs of the Organization.

PL period is not increased in case of birth of more than one child (e.g. twins).

**Sick leave is not granted** while a S/M is **on PL**

Extension of appointment may be approved to enable the S/M to avail of maximum 4 weeks of PL provided the PL has commenced before the expiry of the contract.

When an appointment is extended solely to enable the S/M to utilize his PL entitlement, accrual of annual leave days or sick leave are not applicable for that extension period.

There is no compensation for unused PL.

**SUPPORTING DOCUMENTATION REQUIRED**

- 1) “**Paternity Leave Request**” form (with **starting date & end date of the PL**) approved by the S/M’s respective Administrative Officer or OHR Service Center Chief.
- 2) Copy of **medical certificate** indicating the **expected date of birth of the child** or copy of child’s birth certificate.

.../...

ABSENCE MANAGEMENT for the Staff and Non-Staff Population

**5. ADOPTION LEAVE “ADL”** (POPP-HR, Staff Benefits & Entitlements Website, ALD User’s Handbook)

<u>Requirement/Recording of ADL Entitlement</u>	<u>Locally recruited FTA, PA and CA</u>	<u>Internationally recruited FTA, PA and CA</u>	<u>ALD</u>	<u>SSA</u>	<u>UNY (International)</u>	<u>UNY (National)</u>	<u>SC</u>	<u>TA local</u>	<u>TA International</u>
1) <u>Maximum continuous period of ADL</u> that S/M is allowed to take	8 weeks (in one or two periods only)*	8 weeks (in one or two periods only)*	8 weeks (in one or two periods only)*	N/A**	N/A	N/A	N/A	N/A	N/A

\* ADL period(s) to start and end at any time within the first year following arrival of the adopted child in the adoptive parent’s home and the S/M must have completed a minimum of 6 months’ continuous service as a S/M.

**Note:**

**ADL period** may be **combined with half-time work**, subject to the needs of the Organization.

The **child** must be **less than 18 years** old at time of adoption and is not a step child, brother or sister of the s/m.

Request for ADL should be submitted normally 3 months before the anticipated starting date of ADL.

If **both adoptive parents** are UNDP S/Ms, they may take up to **8 weeks of ADL each**.

“**Special Leave With Full Pay**” PAF for ADL **to be issued** for the authorized period of ADL.

**Sick leave is not granted** while S/M is **on ADL**.

Extension of appointment may be approved to enable the S/M to avail of maximum 4 weeks of ADL provided the ADL has commenced before the expiry of the contract.

When an appointment is extended solely to enable the S/M to utilize ADL entitlement, accrual of annual leave days or sick leave are not applicable for that extension period.

There is no compensation for unused ADL.

**SUPPORTING DOCUMENTATION REQUIRED**

- 1) **Request for ADL** memo from S/M (with starting & end date of the ADL) cleared by the supervisor & approved by the S/M’s respective Administrative Officer or OHR Service Center Chief.
- 2) **Child’s birth certificate** or satisfactory documentary evidence of birth of the child.
- 3) Official **documentary evidence of adoption**.



ABSENCE MANAGEMENT for the Staff and Non-Staff Population

**6. HOME LEAVE “HL”& FAMILY VISIT “FV”**

(Provisional SR 5.2, Staff Benefits & Entitlements Website, UNDP TA Guidelines)

<u>Requirement/Recording of HL/FV Entitlements</u>	<u>Locally recruited FTA, PA and CA</u>	<u>Internationally recruited FTA, PA and CA</u>	<u>ALD</u>	<u>SSA</u>	<u>UNV (International)</u>	<u>UNV (National)</u>	<u>SC</u>	<u>TA local</u>	<u>TA International</u>
1) <u>S/m’s absence on HL</u> is charged to annual leave, less the authorized HL travel time.	As authorized	As authorized	N/A	N/A	N/A	N/A	N/A	N/A	As authorized (only for appointments of 365 days or more)
2) <u>Maximum HL travel time is 3 days</u> and the number of travel days to record depends on s/m’s authorized HL travel entitlement (relevant travel authorization with DSA payment, as applicable, is the supporting document).	1, 2 or 3 days each way	1, 2 or 3 days each way	N/A	N/A	N/A	N/A	N/A	N/A	1, 2 or 3 days each way

**Note**

**Home leave and family visit travels are applicable only to internationally recruited staff (FTA, PA, CA, TA only) governed by the SR, who are serving outside their home country.**

Effective 01MAR99 a universal point system is used by UNDP for both 24-month and 12-month cycle duty stations with hardship category provided by International Civil Service Commission (ICSC), as follows:

- 1) 1 point for 24-month home leave cycle D/S with hardship category H, A & B;
- 2) 2 points for 12-month home leave cycle D/S) with hardship category C, D & E.

To be **entitled to home leave travel** the answers to **all the questions below must be “yes”** otherwise no home leave travel may be authorized:

- (i) **S/M has the 24 home leave points (or at least 12 points if advanced home leave requested)?**
- (ii) **S/M has 3 months service after 24 home leave points are reached?**
- (iii) **S/M has at least 3 months service upon return from home leave travel?**

**Home leave point is completely different from annual leave credit.** Home leave point is used to determine home leave **travel** entitlement whereas annual leave credit is the accrued annual **leave days** that a s/m accrues each month when on full pay status.

S/M must have **enough accrued annual leave days to cover** for the **period of absence on home leave or family visit travel**, if the S/M himself/herself is travelling.

To be **entitled to family visit travel** all answers to the questions below must be “YES”, no travel may be authorized otherwise:

- 1) **No home leave travel was authorized during the year family visit travel is being requested?**
  - 2) **At least 9 months (if S/M is serving in D/S category H, A & B) or 3 months (if S/M is serving in D/S category C, D & E) have elapsed since s/m’s departure on last home leave travel?**
  - 3) **S/M’s service will continue for at least 6 months in the D/S after return from family visit travel?**
  - 4) **No travel of any eligible family member was authorized by the Organization during the past 12 months (education grant travel is excluded)?**
  - 5) **12 months have elapsed since last family visit travel?**
- If S/M is on initial appointment, apart from above, S/M must have completed 1 year of continuous service at the D/S to be entitled to family visit travel.**



**6. HOME LEAVE “HL” & FAMILY VISIT (Cont.)** (Provisional SR 5.2, Staff Benefits & Entitlements Website, UNDP TA Guidelines)

**Note**

If **family visit travel** is to the place **where eligible family members are residing**, the cost of return travel must not exceed the amount it would cost for the most direct route between S/M’s duty station and the place of residence which must be one of the following:

- 1) **Place of recruitment;**
- 2) **Recognized place of HL;**
- 3) **Previous D/S.**

If **family visit travel** is to/from **elsewhere** than those above, the Organization will **pay up to recognized place of home leave** only. The S/M’s travel time on family visit travel is determined based on the authorized itinerary and the maximum travel time must not exceed 3 days each way.

An eligible family member may travel on home leave or family visit in lieu of the s/m.

In case of **inter-agency transfer/secondment/loan**, the releasing agency must provide the receiving agency, the S/M’s updated home leave points, accrued annual leave days and the date of S/M’s last home leave/family visit travel, if applicable. The receiving agency must also provide the releasing agency with the same information at the end of the S/M’s secondment or loan.

**SUPPORTING DOCUMENTATION REQUIRED**

- 1) **“Request for leave form” for S/M & “request for home leave travel form”** approved by Head of Unit.  
Use the same form in case of **family visit travel** request and replace “home leave” with “family visit”.
- 2) **Travel authorization for staff in Country Offices & processed (Atlas Equivalent) travel request for New York staff.**
- 3) **Home Leave Travel Record Card** updated.

.../...

ABSENCE MANAGEMENT for the Staff and Non-Staff Population

**7. SPECIAL LEAVE “SPL”**

(Provisional SR 5.3, Staff Benefits & Entitlements Website, UNDP TA Guidelines, ALD User’s Handbook, SC Guidelines. Conditions of Service for International Volunteers, UN Guidance on the Use of National Volunteers, United Nations Volunteers user guide.)

<u>Requirement/Recording of SPL Entitlements</u>	<u>Locally recruited FTA, PA and CA</u>	<u>Internationally recruited FTA, PA and CA</u>	<u>ALD</u>	<u>SSA</u>	<u>UNV (International)</u>	<u>UNV (National)</u>	<u>SC</u>	<u>TA local</u>	<u>TA International</u>
1) For SPL with <b>partial/half pay or without pay</b> of less than 30 continuous days, service credits for sick/annual/home leave <b>continue to accrue</b> .	Accrue credits if less than 30 days	Accrue credits if less than 30 days	Accrue credits if less than 30 days*	N/A	No credits		*	as approved (up to 2 weeks)	as approved (up to 2 weeks)
2) For SPL with <b>partial/half pay or without pay</b> of 30 continuous days or more, service <b>credits</b> for sick/annual/home leave <b>cease to accrue</b> from the beginning date of the SPL	No credit if 30 days or more	No credit if 30 days or more	No credit if 30 days or more	N/A	No credits		*	as approved (up to 2 weeks)	as approved (up to 2 weeks)
3) <b>Maximum accrued annual leave days</b> that s/m under FTA, PA, CA Series may keep in escrow until return from SPL with partial/half pay and without pay	60 days	60 days	N/A	N/A	No credits		*	N/A	N/A

(\*) Special leave without pay may be approved for compelling family reasons for ALDs (excluding for paternity/adoption leave purposes as ALDs are entitled to paternity leave and adoption leave) but it should not exceed one month. For SCs, absence without Remuneration may be granted for a period of one-month or less in total during the term of the contract and is subject to exigency of services. In these particular cases, a SC holder must first exhaust all annual leave before leave of absence without remuneration is granted.

**Note:**

Any type of **special leave must be approved by a Senior Manager**, either Head of the Bureau or OHR Director. For details with regard to situation where special leave may be authorized see instructions in the Staff Benefits & Entitlements Website.

FTA, PA, CA Series taking SPL have the option to:

- 1) either to keep their accrued annual leave days up to maximum 60 days in escrow until return from special leave;
- 2) or exhaust them before starting the special leave.

While on special leave with full pay S/M continues to receive all entitlements and service credits.

A **Personnel Action** must be processed for **any type of special leave**, except for Jury Duty. Absence for **Jury Duty** is recorded as **special leave with full pay**, but relevant information must be indicated under remarks of S/M’s monthly leave report.

List of special leave with full pay types:

- 1) Personal;
- 2) Studies;
- 3) Sabbatical;
- 4) Paternity Leave;
- 5) Adoption of a child (adoption document to be cleared by UNDP Legal Office).

In case of special leave of more than 6 months for internationally-recruited staff under FTA, PA, CA SR, the complete attendance records of the S/M are forwarded to OHR.

**UNV:** For SPL without pay of sick/annual/home leave cease to accrue from the beginning date of SPL. On a highly exceptional basis and provided there is agreement by both the host agency and UNDP CO, UNV programme headquarters may authorize SLWOP. This would be on condition that the UNV has completed at least 12 months of continuous service and will serve for at least three months from the date of the return from SLWOP. In no case will SLWOP be approved for the purpose of taking other work. During SLWOP the UNV will not be entitled to VLA and other related entitlements. However, the UNV is required to retain his/her medical, permanent disability and life insurance during the period, as well as to meet the full cost of the premiums. The UNV must pay the cost of these premiums before departing on SLWOP.

**7. SPECIAL LEAVE “SPL”(Continued)**

(Provisional SR 5.3, Staff Benefits & Entitlements Website, UNDP TA Guidelines, ALD User’s Handbook, SC Guidelines. Conditions of Service for International Volunteers, UN Guidance on the Use of National Volunteers, United Nations Volunteers user guide.)

**SC:** Absence without Remuneration may be granted for a period of one-month or less in total during the term of the contract and is subject to exigency of services. In these particular cases, a SC holder must first exhaust all annual leave before leave of absence without remuneration is granted.

In the event that a SC holder is called upon to serve in the military forces of his country for training or active duty and is required to do so by national law, the Country Office should seek exemption of SC holders from such military service through a formal agreement with the national authorities. The objective for such exemption is to minimize the disruption of services under the SC and to avoid any conflict between the military obligations and the independent/impartial nature of the SC. Should all attempts at reaching an agreement with the national authorities for such exemption fail, an exceptional waiver may be granted to allow for absence without remuneration for the duration of the military service. Requests for such waiver must be submitted to the through the respective HR Business Advisor at Headquarters.

During the period of absence without remuneration, the SC holder is solely responsible for continuing payment of the appropriate contributions for social security coverage, as UNDP’s obligation to make such payments is discontinued during this period.

**SUPPORTING DOCUMENTATION REQUIRED**

- 1) S/M’s **request for special leave** indicating the type of special leave.
- 2) **Approval of the S/M’s request for special leave** by the Senior Manager.
- 3) **Invitation for court appearance** in case of **Jury Duty**.
- 4) Related **special leave PAF**.

.../...

**8. COMPENSATORY TIME OFF “CTO”FOR AUTHORIZED OFFICIAL ASSIGNMENT ON NON WORKING DAYS & OVERTIME TIME “OT”**

(POPP-HR Gender Policy, UNDP TA Guidelines, UNDP TA Guidelines, ALD User’s Handbook, SSA Guidelines)

<u>Requirement Recording of CTO/OT Entitlements</u>	<u>Locally recruited FTA, PA and CA</u>	<u>Internationally recruited FTA, PA and CA</u>	<u>ALD</u>	<u>SSA</u>	<u>UNV (International)</u>	<u>UNV (National)</u>	<u>SC</u>	<u>TA local</u>	<u>TA International</u>
<b>CTO &amp; OT applicable to staff of grade level ICS-1 to ICS-7, local ALD contract holders in band A-1 to A-2 &amp; local SSA contract holders.</b>	As approved	N/A	As approved	*	***		N/A	As approved	N/A
<b>1) S/M receives CTO at straight time for 1/2 hr OT worked after the 7th through the 8th working hour of any work day(**) &amp; this CTO must be taken within 4 months following the month OT is worked and no cash payment allowed for this part of OT</b>	Straight time 1 to 1	N/A	Straight time 1 to 1	Straight time 1 to 1	***		N/A	Straight time 1 to 1	N/A
<b>2) If S/M works OT on 1st weekend day (eg on a Saturday), S/M may receive CTO or OT pay at one and a half times the salary plus language allowance, if applicable, for the amount of hours worked but CTO &amp; OT payment must never be less than 4 hours</b>	1.5 times	N/A	1.5 times	Straight time 1 to 1	***		N/A	1.5 times	N/A
<b>3) If s/m works OT on 2nd weekend day (eg on a Sunday) or on UN Official holiday, S/M may receive CTO or OT pay at twice the salary plus language allowance, if applicable, for the amount of hours worked but payment must be for 4 hours minimum.</b>	2 times	N/A	2 times	Straight time 1 to 1	***		N/A	2 times	N/A
<b>4) Minimum of 4 hours of CTO or OT pay is granted to S/M who is required to work OT during weekend or UN holiday even if required to work only one hour.</b>	4 hours	N/A	4 hours	N/A	***		N/A	4 hours	N/A

(\*) In case of SSA, support personnel may be compensated for additional hours worked (i.e. hours in excess of 40 per week) on a straight time basis.

(\*\*) During General Assembly period, the total working hours per day is 7.5 for S/Ms stationed in New York and during ordinary period, the total working hours per day is 7.0, i.e. excluding the one hour for lunch.

(\*\*\*) **UNV**: If a UNV is obliged to work regularly beyond the official working hours, she/he may be granted CTO equal to the number of hours worked in accordance with the local practice of the host agency. However, **no payment in lieu of CTO can be made**. For having worked overtime or on UN holidays, volunteers will receive extra time off depending on the practice in the host organization (1 hour = 1.5 hours CTO).

**Note:**

Period of **overtime** worked which is **less than half an hour** is **disregarded**. No more than 40 hours of overtime during any month may be allowed, except for very unusual exigencies of service.

Prior request to work overtime must be requested & approved by the supervisor or head of the Unit for a S/M to be entitled to compensatory time off or overtime payment.

All absences for **compensatory time off** must be supported by the **request for working overtime and the period of overtime worked** must be duly **certified by the supervisor or head of the Unit**.

**SUPPORTING DOCUMENTATION REQUIRED**

- 1) **Request for overtime** approved by supervisor indicating S/M’s grade level, date & number of hours to work and the estimated amount if OT to be paid and/or the amount of CTO to be taken, as applicable.
- 2) **Supervisor’s certification** of the overtime worked.

.../...

ABSENCE MANAGEMENT for the Staff and Non-Staff Population

**9. NIGHT DIFFERENTIAL “ND”** (SR 103.13 & Appendix B, PM 10300/10.0, TA Guidelines)

<u>Requirement/Recording of ND</u>	<u>Locally recruited Fixed Term and Permanent Appointments</u>	<u>Internationally recruited Fixed Term and Perm Appointments</u>	<u>ALD</u>	<u>SSA</u>	<u>UNV (International)</u>	<u>UNV (National)</u>	<u>SC</u>	<u>TA local</u>	<u>TA International</u>
<b>Maximum rate</b> payable as <b>ND</b> for <b>locally-recruited</b> staff at HQs/NY, other than watchmen, assigned to night time duty is <b>10% net salary + language allowance</b> as applicable	10%	N/A	N/A	N/A	N/A	N/A	N/A	10%	N/A

**NOTE:**

**Night differential** may be paid for working hours between **6 pm and 9.30 am**. It is not paid for any part of duty beginning between 6 am and 9.30 am which is part of a regular working day.

Night differential may be paid even if overtime payment or compensatory time off is granted for the same period of work for night differential.

Night differential is paid to S/M who is on annual leave, sick leave or travel status only if s/m has received 120 hours or more of night differential payment during the 6 months period immediately preceding the leave or travel.

**Payment of night differential is to the nearest hour and work periods of less than half-an-hour should be disregarded.**

Country Offices may have their own work schedule for drivers, cleaners and watchmen. Therefore night differential is not applicable.

**SUPPORTING DOCUMENTATION REQUIRED**

- 1) Night differential working schedule approved by the Head of the Department.
- 2) Supervisor’s certification of total number of hours worked each day or month.

.../...

**10. OFFICIAL BUSINESS “OB” & DETAIL ASSIGNMENT “DA”**

(POPP-HR)

<u>Requirement/Recording of OB/DA Entitlements</u>	<u>Locally recruited FTA. PA and CA</u>	<u>Internationally recruited FTA. PA and CA</u>	<u>ALD</u>	<u>SSA</u>	<u>UNV (International)</u>	<u>UNV (National)</u>	<u>SC</u>	<u>TA local</u>	<u>TA International</u>
1) <b>Travel time* for OB and DA are recorded as traveled &amp; maximum travel time allowed is 3 days.</b>	As authorized (1, 2 or 3 days)	As authorized (1, 2 or 3 days)	As authorized (1, 2 or 3 days)	(As per contract)	**	**	N/A	As authorized (1, 2 or 3 days)	As authorized (1, 2 or 3 days)
2) <b>OB is recorded as authorized and unauthorized absence other than the OB will be charged to uncertified sick leave, annual leave or special leave without pay, as applicable</b>	As appropriate	As appropriate	As appropriate	As appropriate	**	**	N/A	As appropriate	As appropriate

(\*) According to Gender Policy of 9 September 2003/Para 2.7, S/M (except drivers and watchmen) may now avail of Compensatory Time Off (CTO) for authorized travel undertaken during non-working days. This CTO must be utilized within four months of return from the duty travel for which CTO is requested.

(\*\*) For UNV time spent travelling also is counted as OB. If the absence from regular country of assignment exceeds three months then between UNV programme headquarters and the UNDP CO, a decision will be made whether to adjust the conditions of the service of the volunteer.

**Note:**

A **PAF** should be issued for any **detail assignment**.

In case of **detail assignment**, the **attendance records** of the **S/M continue to be maintained by the releasing duty station** since the s/m is expected to return to the releasing duty station after the detail assignment.

In case of **UN mission assignment**, a written **agreement should be obtained from the UN before the mission assignment takes place, indicating that it will maintain the S/M’s attendance records** during the mission period. Annual leave days accrued during service with UNDP is held in escrow until S/M returns from the UN mission assignment. Annual leave days accrued while on UN mission assignment must be utilized before return to UNDP. In case of separation immediately following the UN mission assignment, the annual leave days accrued during UN mission will be charged to the UN by UNDP.

In case of temporary assignment, the same procedure as reassignment is followed, i.e. the new D/S takes over the maintenance of the S/M’s attendance records, since the S/M is not expected to return to the previous D/S.

**SUPPORTING DOCUMENTATION REQUIRED**

- 1) **Travel authorization**
- 2) **F-10 claim or proof of dates travel undertaken.**

.../...

**11. SECURITY EVACUATION “SE”**

(UN Field Security Handbook, Staff Benefits & Entitlements Website)

<u>Requirement/Recording of SE Entitlements</u> <u>SE travel is applicable to internationally-</u> <u>recruited staff in Country Offices.</u>	<u>Locally</u> <u>recruited</u> <u>FTA, PA and</u> <u>CA</u>	<u>Internationally</u> <u>recruited FTA,</u> <u>PA and CA</u>	<u>ALD</u>	<u>SSA</u>	<u>UNV</u> <u>(International)</u>	<u>UNV</u> <u>(National)</u>	<u>SC</u>	<u>TA</u> <u>local</u>	<u>TA</u> <u>International</u>
1) <b>SE travel time</b> is recorded as <b>traveled</b> , when authorized by UNDSS).	As authorized	As authorized	As authorized	As authorized	**	N/A	N/A	N/A	As authorized
2) The period of absence from the D/S for <b>SE</b> is recorded as <b>special leave with full pay</b> and under remarks of s/m’s monthly leave report indicate the UNDSS authorization date.	As applicable	As applicable	As applicable	N/A	**	N/A	N/A	N/A	As authorized

\*UNDSS = United Nations Department of Safety & Security

\*\* **UNV**: Annual leave is accrued during the security evacuation at the normal rate. Within two months of the security evacuation, the UNV programme headquarters will make a decision on whether the UNV should return to the duty station or the assignment should be terminated.

**Note:**

There is no need for a PAF in case of security evacuation, unless it is in conjunction with a temporary assignment or reassignment where the s/m is not returning to the security evacuation duty station.

For more detailed instructions regarding security evacuation, refer to the UN Field Security Handbook.

**SUPPORTING DOCUMENTATION REQUIRED**

- 1) UN Security Coordinator’s communication for security evacuation.



**12. Rest and Recuperation “R&R” & Procurement Travel “PT”**

(Staff Benefits & Entitlements Website, POPP-Procurement, UNDP TA Guidelines, ALD User’s Handbook, SSA Guidelines, UN Field Security Handbook)

<u>Rest and Recuperation &amp; Procurement Travel</u> (At designated duty stations only)	<u>Locally recruited Fixed Term and Perm Appointments</u>	<u>Internationally recruited Fixed Term and Perm Appointments</u>	<u>ALD</u>	<u>SSA</u>	<u>UNV (International)</u>	<u>UNV (National)</u>	<u>SC</u>	<u>TA local</u>	<u>TA International</u>
1) Local TA on travel status/loan or International TA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	yes	Only with appointment of more than 1 year
2) International FTA appointments	N/A	YES	YES	N/A	N/A	N/A	N/A	N/A	N/A

Note:

Applicable to internationally recruited staff (on FTA, PA, or CA Series), who are posted, or on travel status/loan, to an R&R/PT designated duty station.

All locally-recruited staff members serving in their parent duty station are not eligible for R&R or PT.

The number of days of authorized absence refers to calendar days (not working days).

Leave reports should reflect “official travel (OT)” for absences due to R&R & PT.

An individual that reduces the number of PT/R&R days does not accumulate the unused days for later usage, nor received AL credit.

An individual may take AL to extend his/her stay away from the designated duty station, subject to his/her supervisor’s approval and exigencies of service. AL is without DSA payment. The individual will not be obliged to perform work-related responsibilities during the periods of R&R/PT absence, but may be requested to carry out official duties before or after the authorized period of R&R/PT absence.

Eligible individuals are normally granted 1 day authorized absence for travel time in each direction to and from the duty station, regardless of the route alterations made for personal convenience, for a total of two days. However, Resident Representatives may grant a longer travel time if required due to availability of travel connections to and from the designated R&R/PT destination.

A staff member who travels on a non-working day is not entitled to AL credit in respect of the travel time falling on such a day.

A staff member may go to a location other than the approved R&R/PT destination provided such location is not among the designated R&R/PT duty stations. The staff member will be required to meet any additional costs involved, in advance of the travel.

When a staff member takes HL, Family Visit (FV) or Reversed Education Grant Travel (REGT), such travel replaces the R&R/PT. The staff member’s absence is charged to AL and DSA is not paid. The count towards the next R&R/PT starts the day following the staff member’s return from HL, FV or REGT to the designated R&R/PT duty station.

**SUPPORTING DOCUMENTATION REQUIRED**

- 1) “Request for leave form” for S/M & “request for R&R/PL leave travel form” approved by Head of Unit.
- 2) **Travel authorization for staff in Country Offices.**
- 3) **Leave Travel Record Card** updated.

**12. Historical reference, additional notes:**

<b>Historical reference: Equivalent entitlements for previous contract types</b>	<b><u>Locally recruited FTA, PA and CA</u></b>	<b><u>Internationally recruited FTA, PA and CA</u></b>	<b>Not equivalent to any new contract type</b>
100 Series, Locally Recruited	<b>X</b>		
200 Series		<b>X</b>	
300 Series, Local (ALD)			<b>X</b>
300 Series, International (ALD)			<b>X</b>