**Home Leave Certification**

In accordance with the [Home Leave Policy](http://content.undp.org/go/userguide/HR/travel/entitlement/home-leave/?lang=en#top) effective 2012, the staff member must go to HR eServices in [Atlas HCM](https://hr.partneragencies.org)within 30 days from return from home leave and certify that travel has taken place as authorized. The staff member can upload scanned copied proof of travel in HR eServices in Atlas.

If the Home Leave was entered by the Leave Monitor, the staff member shall provide this signed form and supporting documents to the Leave monitor within 30 days from return from home leave. In this case the certification and supporting documents will be kept in the staff member’s personnel file.

**Please note that upon return from Home Leave travel and within 30 days you must certify that:**

|  |  |
| --- | --- |
| [ ]  | I have read and understand the terms and conditions of the lump sum travel option in the Home Leave POPP and I accept this lump sum payment in lieu of all other entitlements which I would have otherwise received in relation to this particular travel. The Home Leave travel has taken place as authorized. I have uploaded scanned copies of boarding passes in Atlas HR eServices. I understand that I need to retain proof of travel (i.e. ticket stubs or boarding passes) and submit these upon request to OHR, OAI, LSO or other concerned offices until the approval of the next Home Leave, but irrespective of Home Leave cycles for a minimum period of two years after the completion of the Home Leave. |

**Please note that failure to comply may result in recovery of all or part of the Home Leave lump sum.**

The certification is done in [***Atlas HCM***](https://hr.partneragencies.org)***/eServices/My Leave/Absence Request History***, where you will a) locate your approved HL request, b) click the ***Edit*** button to open the leave, c) certify the Home Leave, d) upload supporting documents and e) Save the HL request.

|  |  |  |
| --- | --- | --- |
| Staff Member Name |  |  |
|       |  | Staff Member Signature and Date |