**Annual Leave**

1. Annual leave is granted by UNDP to provide staff members with periods of time off from work at full pay for personal reasons and for purposes of health, rest and recreation.
2. Subject to the exigencies of service, staff members are expected to exercise their leave within the period in which it is earned.

**Eligibility**

1. All staff members with appointments governed by the UN Staff Regulations and Staff Rules are eligible for annual leave from the date of their appointment.

**Accrual and Use**

**Rate of accrual**

1. Full-time staff: Staff members accrue annual leave credit at the following rate for each full month of service, based on their type of appointment:
2. Fixed-Term, Permanent, and Continuing Appointments (FTA, PA, CA): 2.5 days;
3. Temporary Appointment (TA): 1.5 days.
4. Part-time staff**:** Staff members on part-time employment (i.e. 50 percent of the normal workweek) accrue annual leave credit prorated from the rate defined in the previous paragraph, based on the percentage of employment.
5. While on sick leave with full pay or special leave with full pay: When calculating annual leave, service time includes time spent on sick leave with full pay or special leave with full pay (SLWFP).
6. Parental leave: Except as indicated in the paragraph below, annual leave is also accrued during periods of parental leave.

**Non-accrual of leave**

1. Annual leave does not accrue during or with respect to the following:
   1. Periods of unauthorized absence;
   2. Periods of suspension from duty without pay unless this period is later reinstated;
   3. Periods of special leave with half pay or without pay for one month or longer;
   4. Periods of sick leave with half pay, unless full pay status is maintained by having each half day of sick leave combined with one half day of annual leave or one-half day of work;
   5. Periods in which the staff member receives compensation equivalent to salary and allowances for a service-related injury or illness under Appendix D to the UN Staff Rules;
   6. Periods in which a fixed-term appointment is extended solely to enable a staff member to utilize an entitlement to:
      1. Sick leave;
      2. Parental leave; and
   7. In cases of payments for the following:
      1. Accrued annual leave;
      2. Lump sum in lieu of notice; or
      3. Termination indemnity.

**Use**

1. Annual leave may be taken in units of days and half days.
2. In calculating the leave to be charged, any absence of more than two hours but less than four hours (excluding the lunch hour) is counted as a half day’s leave; similarly, any absence of more than four hours (excluding the lunch hour) is counted as one day’s leave.
3. At duty stations where the workweek is five days, annual leave is charged in increments of days and half days, equal to the actual number of days taken.
4. At duty stations where the workweek is more than five days, annual leave is charged for the actual number of days taken up to five days, and a full week of annual leave is counted as five days only, as per the illustration below:

|  |  |
| --- | --- |
| **Amount of time taken** | **Amount of leave to be charged** |
| 1 to 5 days | Actual number of days |
| Full week (whether 5 days or more) | 5 days |

1. Annual leave is subject to exigencies of service and must be authorized in advance by the supervisor, except where a compelling circumstance makes this impossible.

**Planning and Leave Requests**

**Leave planning**

1. Advance planning of leave is essential to ensure that the office can operate efficiently at all times and allow as much notice as possible for staff members to arrange their own leave plans. Taking annual leave on a regular basis for rest and rejuvenation is an important means of enhancing staff well-being and high job performance. It is therefore an important managerial responsibility as part of the performance management process for supervisors to proactively plan with staff members under their supervision for staff members to utilize a reasonable number of annual leave days during any given annual leave cycle.

**Payment of Unused Annual Leave**

**Eligibility requirements**

1. Staff members with appointments governed by the UN Staff Regulations and Staff Rules who, on separation from service, have accrued annual leave, will be paid for each day of unused annual leave, up to a maximum of 60 days (for FTA/CA/PA), or 18 days (for TA) as prorated for part-time staff.
2. If a staff member on a TA is appointed on an FTA, the days accrued under the TA are not carried over to the FTA and must be paid out.

**Re-appointment following separation**

1. For those staff members who are re-appointed within 12 months of separation from a previous appointment, Staff Rule 4.18 (c) stipulates that the separation for the second time will be adjusted in such a way that the total payments for the first and second separation do not exceed amounts which would have been paid had the service been continuous. Therefore, any payment that the staff member may have received for accrued annual leave during the first separation in the UN Common System will be taken into account if the staff member was re-employed in the UN Common System within one year and then eventually separated. (Example): A staff member worked for the UN and on separation was paid 32 days of accrued annual leave. If re-employed by UNDP within a period of 12 months, this staff member may only receive payment of up to 28 days of accrued annual leave on separation from UNDP.

**Authorized and Unauthorized Absence**

**Authorized absence**

1. Reasonable absences from work due to certain circumstances are not charged to annual leave. These include, but are not limited to:
   1. Taking medical examinations required by UNDP;
   2. Taking official tests or examinations given or required by UNDP;
   3. Voting in a national election;
   4. Court duty; and
   5. Time off during the workday for nursing mothers to breastfeed their infants (see the relevant [policy](https://popp.undp.org/policy-page/time-breastfeeding)[)](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=81&Menu=BusinessUnit).

**Office closure in severe weather**

1. If the office closes as a result of severe weather and disruption of transportation systems, the following general conditions apply:
2. Staff will not be charged annual leave during the period the office is formally closed. However, to the extent possible staff members who are able to do so will be expected to work remotely from a location outside the office;
3. Staff who were on sick leave, previously authorized annual leave or other leave status should continue to be charged against their leave entitlements for the period of the authorised leave;
4. When the office re-opens, staff members who are unable to report to work because of the continuing transportation difficulties and ongoing state of emergency and who are not able, given the nature of their functions, to work remotely may not be charged annual leave for the first day the office re-opens.
5. Subsequent days will be treated as normal workdays despite the general difficulties that some staff continue to face. If staff are not able to come to the office or get agreement to work remotely, absences on those days will be charged to annual leave, or other leave as appropriate.

**Unauthorized absence**

1. No salary is paid to staff members during periods of unauthorized absence from work, such as absences due to strikes, demonstrations or other job actions. A staff member may be liable to disciplinary measures or separation for unauthorized absence.

**Official Duty during Leave**

1. If a staff member is required to perform official duties while on annual leave, the periods during which the official duties are performed are not charged to annual leave. However, any official duties performed while on annual leave must be approved by the staff member’s head of office/unit, in consultation with the office where the duties are to be performed.

**Monthly Credit upon Appointment/Separation**

1. Monthly credit for annual leave is affected by the staff member’s type of appointment, date of appointment and date of separation, as follows:

|  |  |  |
| --- | --- | --- |
| **Date of appointment** | **Annual leave credit accrued for calendar month in which staff member starts** | |
| **Type of appointment** | |
| **FTA/PA/CA** | **TA** |
| First working day of the month | 2.5 days | ​1.5 days |
| After the first working day but on or before the 16th day of the month | 2 days | ​1 day |
| On the 17th day of the month or later | 1 day | ​0.5 days |

|  |  |  |
| --- | --- | --- |
| **Date of separation** | **Annual leave credit accrued for calendar month in which staff member starts** | |
| **Type of appointment** | |
| **FTA/PA/CA** | **TA** |
| On or before the 16th day of the month | 1 day | ​0.5 days |
| From the 17th up to the day prior to the last day of month | 2 days | ​1 day |
| On the last day of the month at close of business (c.o.b.) | 2.5 days | ​1.5 days |

**Uncertified Sick Leave**

1. Annual leave is charged once the number of uncertified sick leave days exceeds the maximum allowed without producing a certificate from a qualified medical practitioner. The limitation for uncertified sick leave is a consecutive or cumulative maximum of seven working days in an annual cycle starting 1 April of the current year and ending 31 March of the following year.

**Certified Sick Leave**

1. Sick leave that is reported during a period of annual leave, home leave or family visit will be charged to annual leave unless such illness is certified by a qualified medical practitioner and a request for approval of sick leave together with a medical certificate is submitted immediately upon return to duty.

**Home Leave and Family Visit**

1. Leave spent on home leave or family visit is charged to the staff member’s annual leave balance, except for allowable travel time.
2. For travel on an outward and return journey on a home or family visit, staff members shall be granted a fixed amount of travel time not chargeable to annual leave, determined on the basis of the most direct flight available as follows:
3. One day for each journey of less than 10 hours;
4. Two days for each journey of 10 hours or longer but less than 16 hours; and
5. Three days for each journey of 16 hours or more.

**Transfer of Annual Leave Balance**

1. Staff members who are transferred, seconded or loaned to another organization carry their accrued annual leave credit to the receiving organization. The annual leave entitlement of the staff member concerned is governed/administered as follows:
   1. Transfer or secondment: governed and administered by the rules of the receiving organization; and
   2. Loan: governed by the rules of the releasing organization, but subject to administrative control by the receiving organization.
2. If a staff member on transfer, secondment or loan to another organization is separated from service, any payment of unused annual leave is subject to the following:
   1. Transfer or secondment: the maximum specified by the rules of the receiving organization; and
   2. Loan: the maximum specified by the rules of the releasing organization.
3. Staff members who return to the releasing organization bring with them any accrued annual leave credit as of the date of return.

**Resignation**

1. Staff members are expected to perform their duties during the period of notice of resignation, except when the resignation takes effect on completion of the following:
2. Parental leave;
3. Sick leave; or
4. Special leave.
5. Annual leave may be approved during the period of notice of resignation only for brief periods and subject to the exigencies of service.

**Government or Military Service**

1. Staff members who are granted SLWOP for government or military service have their accrued annual leave retained as a credit towards the date of return to duty.

**Daily Subsistence Allowance while on Official Assignment**

1. A staff member who takes annual leave while travelling on official UNDP business may claim Daily Subsistence Allowance (DSA) for up to 1.5 days of annual leave for each completed month in travel status, provided the annual leave is not taken at the conclusion of active duty immediately prior to the staff member’s return to the official duty station. (Example): If a staff member completes two months on travel status, DSA may be claimed for three days of annual leave, provided the staff member returns to the travel status location following completion of the annual leave.

**Parental Leave**

1. When an appointment is extended solely to enable a staff member to utilize the parental leave entitlement, this extension does not give rise to any further entitlement to salary increment, annual leave or home leave.
2. Annual Leave accrued during the parental leave period will not need to be exhausted for staff on PA/CA/FTA if the parental leave period is immediately followed by a period of SLWOP. Staff members on temporary appointments are not eligible to unpaid parental leave.

**Maximum Accumulation of Annual Leave**

1. The following limits to the accumulation of annual leave are strictly observed. Staff should monitor their leave balance, plan in advance and utilize their leave entitlement accordingly to avoid forfeiting any excess balance beyond the annual cut-off date.

**Carry Forward of Annual Leave at End of Leave Year (Cut-off Date: 31 March)**

1. For the purposes of well-being, staff members are encouraged to take at least half of the annual leave they are entitled to in each year. In addition, staff members are strongly encouraged to take a reasonable period of contiguous annual leave each year. Subject to the foregoing, staff members administered under the UN Staff Regulations and Rules may carry over no more than 60 days of accumulated annual leave beyond 31 March of any given year. As of 1 April, any days of accumulated annual leave in excess of 60 days are forfeited.

**Advance Annual Leave**

1. By authorization of the RR/head of office, a staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of 10 working days for (FTA/PA/CA) or 5 working days (for TA) provided that service is expected to continue for a sufficient period to accrue the advance leave. If the staff member takes more than the maximum allowable number of working days that may be granted as advance leave, the entire period in excess of the accrued annual leave is to be considered SLWOP.