



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 5.1
- Staff Rule 5.1 – Annual leave
- ST/AI/2010/Rev.1, Section 8 – Administration of Temporary Appointments
- ST/AI/1999/13 – Recording of attendance
- ST/IC/2005/8 – Implementation of the change in the annual leave cycle

Annual leave

For Staff



Who

Staff members with temporary, fixed-term, continuing and permanent appointments accrue annual leave days that may be taken with approval of their supervisor (normally either the First or Second Reporting Officer or a designated alternative).

Staff members with "When-Actually-Employed (WAE)", "language daily" or "language off-site" temporary appointments are not eligible for annual leave.



What

Annual leave is authorized time off work for a staff member's personal use. The amount of annual leave time that a staff member can accrue is based on the type of appointment and the annual leave cycle.

The annual leave cycle is from 1 April of any given year through 31 March the following year.

Staff members with temporary appointments accrue 1.5 days per month, up to 18 days during the annual leave cycle.

Staff members with fixed-term, continuing or permanent appointments accrue 2.5 days per month. It is possible to accumulate days over several cycles, up to a maximum of 60 days by the end of a given annual leave cycle (31 March each year). Annual leave accumulated in excess of 60 days by 31 March will be automatically forfeited.



Why

Annual leave is made available to provide a period of rest and attend to family/personal matters when time away from work is necessary.



When

Staff members may request to take annual leave once they start accruing their quota.

Advance annual leave may be granted in exceptional circumstances if a staff member has not accrued enough annual leave to cover the days requested. A maximum of 10 working days may be advanced provided the staff member's appointment and expected service is sufficiently long enough to accrue the number of days that are advanced.

Umoja will allow you to submit requests and plan your leave up to 7 months in advance.

LINKS & SUPPORT



[HR Handbook](#)



[Online Support](#)



[Contact your HR Partner](#)

Disclaimer: This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

November 2015,
Version 3

Where*

*as applicable



Offline



You are required to process your request for annual leave through the Employee Self-Service (ESS) portal in Umoja.

Your supervisor will consider and, if appropriate, approve the dates you have requested which will be processed in Umoja. Approval is subject to work demands. Additional considerations will include arrangements to cover absence, as well as the balance of days available to the staff member.

1.
2.
3.

How*

*To be confirmed against the deployment of Umoja

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), your request for annual leave will be made through ESS, as follows:

- 1) Log in to ESS
- 2) Select Time Management
- 3) Select Create Leave Request
- 4) Select Annual Leave
- 5) Follow the onscreen steps to complete your request.
- 6) The request will be routed to your supervisor or designated alternate for approval and when approved you will receive email notification from the Umoja system.

LINKS & SUPPORT



[HR Handbook](#)



[Online Support](#)



[Contact your HR Partner](#)

Disclaimer: This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

November 2015,
Version 3