



Human Resources Factsheet

UMOJA USERS

Annual leave

For Staff



Who

UN Secretariat 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).



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.

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 will be automatically deducted by this time.

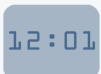
The annual leave cycle is from 1 April of any given year through 31 March the following year, where a staff member may accumulate and / or take the allowable amount of annual leave.

Advance annual leave may be granted in exceptional circumstances when a staff member does not have enough annual leave balance to cover the days requested. The maximum advance annual leave that can be granted is 10 working days provided the staff member's service is expected to continue for period beyond that necessary to accrue the leave advanced.



Why

Annual leave is made available for staff members rest, relaxation and to attend to family/personal matters when time away from work is necessary.



When

Whenever you wish to use annual leave days, you should always request this through your supervisor, noting that arrangements may vary when forecasting annual leave locally for their teams. Additional considerations will include arrangements to cover your absence, as well as the balance of days available to you.

You may apply for advance annual leave if you have already used all the annual leave balance under your type of appointment. The duration of your contract must be sufficiently long enough to accrue the number of days that are advanced to you.

LINKS



FAQs



HR Handbook



Work Life Events



Help



Glossary

KEY REFERENCES

- [Staff Rule 5.1 – Annual leave](#)
- [ST/AI/2010/Rev.1, Section 8 – Administration of temporary appointments](#)
- [ST/AI/2004/5 – Appointments of limited duration](#)
- [ST/AI/1999/13 – Recording of attendance](#)

Disclaimer: This factsheet is intended for informational purposes only. The UN Staff Rules and Regulations Administrative Instructions are the authoritative documents on this topic. Please note that this is an advance copy and all links and references listed are not yet available.

Where*

*as applicable



Offline



Other
Systems

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.

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 Absence request**
- 4) Select **Annual Leave or advance annual leave** and follow the onscreen steps to enter the dates required.
- 5) 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



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