HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Rule 7.1 Official travel of staff members
- ST/AI/2013/3 Official travel

- ST/AI/2000/15 Family visit travel
- ST/AI/2000/15/Amend.1 Family visit travel

Family visit

For Staff

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Internationally recruited staff members in the Field Service, Professional and above categories, with fixed-term, continuing and permanent appointments, are eligible for family visit travel when residing and serving outside their home country. General Service staff members with fixed-term, continuing and permanent appointments who are internationally recruited or on assignment in a country other than that of their parent duty station, are also eligible for family visit.

Family visit travel may be granted provided neither the spouse nor any dependent child was present at the duty station or mission area during the preceding 12 months after travel at United Nations expense, except for education grant travel.

A staff member's service should continue for 6 months beyond the date of return from family visit travel. Additionally, a staff member must meet the intervals between family visit and home leave travel, education grant travel and rest and recuperation.



Family visit is paid travel provided to internationally-recruited staff members who are serving at a duty station away from their family.

A staff member traveling on family visit is required to spend at least seven calendar days, exclusive of travel time, at the authorized place of family visit travel.

The family visit entitlement consists of travel time not charged to annual leave and a round trip ticket from the duty station or the mission area, as appropriate, to any one of the following places where at least one of the staff member's eligible family members normally resides:

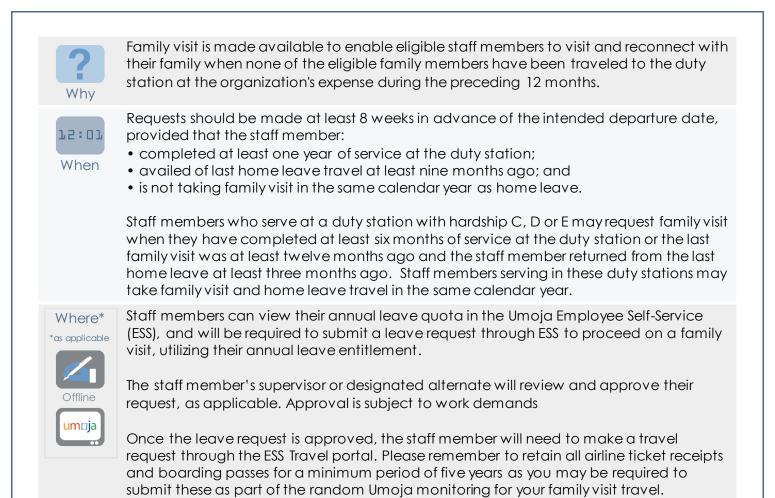
- place of recruitment;
- place of home leave; or
- previous or parent duty station.

Travel of a staff member's spouse to visit the staff member may be authorized as an alternative family visit travel by the staff member, subject to any security restrictions.

Staff members may book their own air ticket and opt for a lump-sum option in lieu of the air ticket purchased by the organization. Travel time is not granted when selecting the lump-sum option. This is calculated as 70% of the lowest fare quoted for the round-trip ticket(s) in economy class.



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If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), you can make your request for home leave through ESS:

*To be confirmed against the deployment of U moja There is a two-part process for the approval of family leave in Umoja. The staff member will be required to submit a leave request located under Time Management in ESS, and once they have obtained leave approval, they will need to submit a request for travel located under Travel, Shipment, and Expenses in ESS.

Family Visit Leave Request:

- 1) Log in to ESS
- 2) Select Time Management
- 3) Select Create Leave Request
- 4) Select Annual Leave Family Visit
- 5) Follow the onscreen steps to complete your request.

Once you have received approval of the Family Visit leave request by your manager, you will need to request your travel option:

For your travel request:

- 1) Log in to ESS
- 2) Select Travel, Shipment and Expenses
- 3) Select Create Entitlement travel
- 4) Select Family Visit
- 5) Follow the onscreen steps to complete your request.







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