



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Rule 7.1 – Official travel of staff members
- ST/AI/2000/15 – Family visit travel
- ST/AI/2013/3 – Official travel
- ST/AI/2000/15/Amend.1 – Family visit travel

Family visit

For Staff



Who

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.



What

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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Why

Family visit is made available to enable eligible staff members to visit and reconnect with their family when none of the eligible family members have been traveled to the duty station at the organization's expense during the preceding 12 months.



When

Requests should be made at least 8 weeks in advance of the intended departure date, provided that the staff member:

- completed at least one year of service at the duty station;
- availed of last home leave travel at least nine months ago; and
- is not taking family visit in the same calendar year as home leave.

Staff members who serve at a duty station with hardship C, D or E may request family visit when they have completed at least six months of service at the duty station or the last family visit was at least twelve months ago and the staff member returned from the last home leave at least three months ago. Staff members serving in these duty stations may take family visit and home leave travel in the same calendar year.

Where*

*as applicable



Offline



Staff members can view their annual leave quota in the Umoja Employee Self-Service (ESS), and will be required to submit a leave request through ESS to proceed on a family visit, utilizing their annual leave entitlement.

The staff member's supervisor or designated alternate will review and approve their request, as applicable. Approval is subject to work demands

Once the leave request is approved, the staff member will need to make a travel request through the ESS Travel portal. Please remember to retain all airline ticket receipts and boarding passes for a minimum period of five years as you may be required to submit these as part of the random Umoja monitoring for your family visit travel.

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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), you can make your request for home leave through ESS:

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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