



Human Resources Factsheet

UMOJA USERS

Home leave

For Staff



Internationally recruited staff members serving with the UN Secretariat in the Professional and above category and the Field Service category, and internationally recruited General Service staff members with fixed-term, continuing and permanent appointments who are residing and serving outside their home country and their eligible family members are eligible for home leave.

Staff in these categories, who hold temporary appointments that have been exceptionally extended beyond 364 days, may take home leave only at duty stations with a 12 month home leave cycle.

>Open HR Portal with information on home leave cycles



Home leave is provided by the Organization for eligible staff members and their family members, (i.e. recognized spouse and children), to assist with the cost of travelling to an authorized place of home leave.

The country designated for your home leave is the same as your UN official nationality which is recognized by the Organization. Your place of home leave is the designated city within your home leave country which was determined as such at the time of your initial appointment. For example, Mme. Durant's place of home leave is Paris, France.

You and your eligible family members taking home leave are required to spend at least seven days at your place of home leave which does not include travel time.

The timing of home leave is based on points accrued by the classification of duty station, as follows:

- If you are serving in a category A, B, or H duty station, home leave is accrued at the rate of one point for each qualifying month of service. You may take home leave once in every 24 months of qualifying service. Your appointment should continue for at least six months beyond return from home leave.
- If you are serving in a category C, D, or E duty station, under difficult work and life conditions, home leave is accrued at the rate of two points for each month of qualifying service. You may take home leave once in every 12 months of qualifying service. Your appointment should continue for at least three months beyond return from home leave.

>Open the Duty Station Category list

At all duty stations, there is a minimum time interval between travel on home leave, family visit, education grant travel and rest and recuperation.

LINKS



FAQs



HR Handbook



Work Life Events



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Glossary

KEY REFERENCES

- **Staff rule 5.2 – Home leave**
- **ST/AI/2014/xx (in draft status)**
- **STAI/2010/4/rev. 1 – Administration of temporary appointments**
- **ST/AI/2000/6 – Special entitlements at designated duty stations**
- **STAI/367 and amend. 1 – Home leave**

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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.

DUTY STATION	TYPE OF TRAVEL	TYPE OF TRAVEL	TIME LAPSED BETWEEN TRAVEL
24 MONTH CYCLE	HOME LEAVE	FAMILY VISIT	9 months
			cannot be taken in the same calendar year
12 MONTH CYCLE	HOME LEAVE	FAMILY VISIT	3 months
24 and 12 MONTH CYCLE	HOME LEAVE	EDUCATION GRANT	3 months

Note that proceeding on home leave for more than three working days will interrupt your qualifying service for R & R.

>Open the R & R Factsheet

You may choose one of two options for home leave travel:

- 1) **Lump sum option:** this is provided to the staff member at 70% of the lowest fare quoted for the round-trip ticket(s) in economy class, and the staff member then books their own ticket(s). You may not submit a claim for an unaccompanied shipment entitlement and terminal expenses or travel time under the lump-sum option.
- 2) **Air ticket option:** the Organization will arrange for the round-trip economy class ticket(s) for you and your eligible dependents. In selecting this option you will be entitled to travel time. You may also apply for unaccompanied shipment and terminal expenses.

Travel time spent during the outward and return journey on home leave is not deducted from annual leave as follows:

- (a) One day for each journey of 11 hours or less
- (b) A maximum of 2 days for each journey of more than 11 hours



Why

The Organization assists internationally recruited staff members who are serving away from their home countries with periodic travel to their designated home leave country in order to spend a reasonable time of annual leave there.

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When

You will need to submit your application for home leave travel eight weeks before your intended departure date. Before arranging home leave, make sure that you have enough annual leave days to cover the duration of your stay. Your appointment must continue for at least six months upon return from home leave.

Exceptionally, it is possible to delay home leave from when it would normally be taken in your home leave cycle, provided that not less than 12 months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of the next home leave departure.

Where*

*as applicable



Offline



Other Systems

You can view your annual leave quota in the Umoja Employee Self-Service (ESS) portal and when you are ready you can process your request for home leave under "Time Management" by following the onscreen steps. Once your request for home leave has been approved, you can apply for the travel portion of the process through ESS Portal under "Travel".

When you are travelling on home leave, you need to retain all of your and eligible dependants' airline tickets, boarding passes, and any hotel receipts for five years in case you are required to provide this supporting documentation for your home leave.

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

1. Log in to **ESS**
2. Select **Time Management**
3. Select **Create Absence request**
4. Select **Home Leave** and follow the onscreen steps to enter your required dates.
5. Your request will be routed to your supervisor (First Reporting Officer, Second Reporting Officer or designated alternative as applicable), for approval. Subsequently, you will receive further notifications from the Umoja system to process your travel request.

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