



# Human Resources Factsheet

## UMOJA USERS

### Rest and recuperation

### For Staff



Who

UN Secretariat staff members who are internationally recruited and internationally recruited UN Volunteers are eligible for rest and recuperation (R& R). Staff members who are locally recruited at their parent duty station and are on travel status to a duty station other than their parent duty station who are temporarily given international status by virtue of their assignment may also be eligible.



What

R& R is a five-day period of leave where the Organization facilitates your leave from the current duty station to locations designated for rest and recuperation in recognition of your service under extreme conditions. R& R consists of the following provisions:

- 1) Five consecutive days of unauthorized absence which are not charged to annual leave.
- 2) Actual travel time in each direction to and from the R&R destination.
- 3) Staff member is required to use UN transportation if available. No payment for travel cost will apply.
- 4) If UN transportation is not available, the Organization shall pay or provide lump sum payment for the cost of travel in the lowest fare, economy class, by the cheapest and most direct route from the duty station to the designated R&R destination.
- 5) R & R is only granted at designated duty stations.

#### >Open the current list of duty stations designated for R & R

The frequency of R & R depends on the duty station where you serve and would normally be as follows:

- 1) Every six weeks in extremely dangerous locations and war/conflict areas
- 2) Every eight weeks at all non-family and restricted duty stations
- 3) Every 12 weeks at duty stations with a high level of hardship (D or E).

The place of R& R is designated by the Organization. However, you may opt to go to another location. Consequently, the Organization will limit any amounts payable to the equivalent of what would have been payable if you had travelled to the official destination.

#### >Open the R & R Site List

Where available, you must use UN transportation for the authorised days when travelling to your selected place of R & R. If you chose alternative means of travel, such as by commercial aircraft, at a time when UN transportation is not available, the Organization will not assist with the costs of your travel.

Where UN transportation to your selected place of rest and recuperation is not available, you can choose one of two travel options:

#### LINKS



FAQs



HR Handbook



Work Life Events



Help



Glossary

#### KEY REFERENCES

- Staff rule 5.3 – Special leave
- ST/AI/2011/7, ST/AI/2011/7 Amen.1, ST/AI/2011/7 Amen.2 – Rest and recuperation

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- 1) **Lump sum option:** you are provided with 70% of the lowest fare quoted for a round-trip ticket in economy class. You will be responsible for making your own travel arrangements.
- 2) **Air ticket option:** the Organization will arrange your round-trip economy class ticket based on your approved travel dates.

The R and R cycle is counted from your date of arrival at the duty station, **or** from the date of return from your last rest and recuperation leave, **or** from the date of return from any leave that has interrupted your period of qualifying service.

Any absence of more than three working days—on annual leave, sick leave, family leave, family visit travel, home leave, or official business travel combined with annual leave/special leave—will disrupt your period of qualifying service.



Why

Rest and recuperation provides a scheduled break away from hazardous, stressful and difficult conditions to promote staff health and well-being and to ensure staff are sufficiently rested when resuming their duties, while also ensuring that the operational readiness of the Organization is maintained. Heads of Office and Chiefs/Directors of Mission Support are required to ensure staff members take their R&R as necessary.



When

Depending on when you become eligible during any given year, r & R must be taken within one month following the completion of the period of uninterrupted qualifying service.

Where\*  
\*as applicable



Offline



Other  
Systems

You make your request for R& R through the Employee Self Service (ESS) portal in Umoja.



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 request R & R through ESS:

- 1) Log in to **ESS**
- 2) Select **Time Management**
- 3) Select **Create Absence request**
- 4) Select **Rest and Recuperation**
- 5) Follow the onscreen steps to complete your request.

#### LINKS



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