



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- ST/AI/2011/7 – Rest and Recuperation
- ST/AI/2011/7/Amend.1 – Rest and Recuperation
- ST/AI/2011/7/Amend.2 – Rest and Recuperation

Rest and Recuperation

For Staff



Who

Rest and recuperation (R&R) is granted to staff members and United Nations Volunteers who are internationally recruited and appointed or are on travel status to the duty station approved for R&R purposes. Locally recruited staff members on travel status to the duty station approved for R&R purposes, are also eligible provided the duty station is in a country other than the country of the parent duty station.



What

R&R is five consecutive calendar days of authorized absence from designated duty stations, not charged to annual leave, plus actual travel time in each direction to and from the R&R destination.

Whenever United Nations transportation is available, it is provided free of charge to eligible individuals. When United Nations transportation is not available, the organization will provide a ticket or a lump sum payment equivalent to the cost of the air ticket (in the lowest fare, economy class) that the organization would have otherwise purchased to travel the eligible individual to the designated R&R destination.

The R&R destination is designated by the Organization, however, the staff member may opt to go to another location.



Why

R&R is made available to promote staff health and well-being by providing travel and regular authorized leave with pay to eligible individuals to leave the duty station in order to be given a break from the dangerous, stressful, isolated working and living conditions under which they serve.



When

Time off for R&R purposes is authorised after a period of qualifying, uninterrupted service. The frequency of R & R depends on the duty station where the individual serves as follows:

- Every 6 weeks in extremely dangerous locations and war/conflict areas;
- Every 8 weeks at all non-family and restricted duty stations;
- Every 12 weeks at non-capital duty stations with a high level of hardship (D or E).

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

In order to achieve its purpose, rest and recuperation must be taken within one month following the completion of the period of qualifying service. Rest and recuperation may not be taken in advance, carried forward from one qualifying period to the next or combined with subsequent rest and recuperation periods.

LINKS & SUPPORT



HR Handbook



Online Support



Contact your HR Partner

Disclaimer: This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

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Where*

*as applicable



Offline



Staff members will request for R& R through the Employee Self Service (ESS) portal in Umoja.

Please remember to retain all your 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 R&R travel.

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), you can make your request for R & R through ESS:

Rest & Recuperation Leave Request:

- 1) Log in to ESS
- 2) Select Time Management
- 3) Select Create Leave Request
- 4) Select Rest and Recuperation and enter the R&R days requested
- 5) Once you are done, select Travel time for R&R and enter the travel days requested
- 6) Follow the onscreen steps to complete your request.

An R&R leave request has a two-level approval. First, it will be routed to your manager. If your manager endorses it, it will be passed on to the HR partner for approval. However, your HR partner will not approve it until they have evaluated your travel request. So after approving submitting your leave request you are advised to submit your travel request. A travel request is necessary even if UN transportation is provided.

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

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