

## HOME LEAVE

Dear JPOs in the 3rd year.

A quick reminder regarding Home Leave for your planning purposes.

### What is home leave:

Home leave is a period of annual leave taken by staff members in order to visit their home country. The Organization compensates for travel costs for staff and eligible family members.

Please note that for HL staff are required to spend [no less than seven calendar days](#) in the home country and the appointment needs to be valid for at least another [6 months at the time of return](#) from home leave,

### How to take home leave:

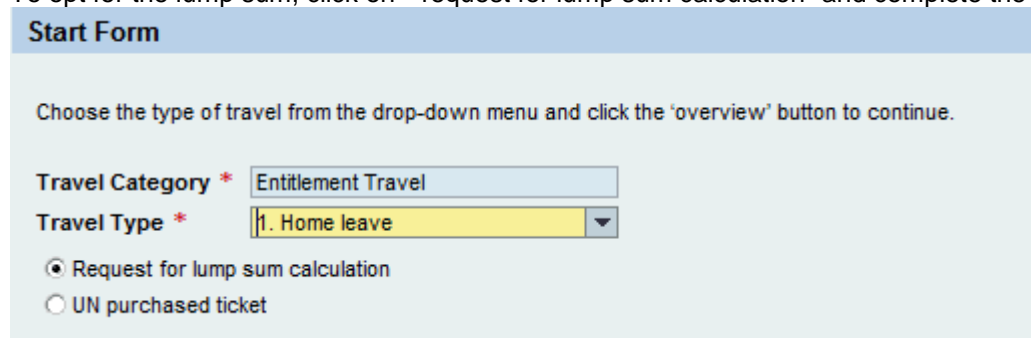
Once you have clarified dates for annual leave/home leave with your office, you may proceed making your arrangements in UMOJA both in

- a) Time Management (requesting Annual leave/ home leave) and in the
- b) Travel work center

You may opt to receive a lump sum payment (and buy your own tickets to the place of home leave privately) or for the UN to purchase the tickets.

In both cases an "Entitlement travel request" in UMOJA shall be created.

To opt for the lump sum, click on ""request for lump sum calculation" and complete the request.



The screenshot shows a web form titled "Start Form" with a light blue header. Below the header, there is a instruction: "Choose the type of travel from the drop-down menu and click the 'overview' button to continue." The form contains two dropdown menus: "Travel Category \*" with "Entitlement Travel" selected, and "Travel Type \*" with "1. Home leave" selected. Below these are two radio button options: "Request for lump sum calculation" (which is selected) and "UN purchased ticket".

You will then receive a quota and can then select the lump sum payment or opt for UN purchased tickets.

### Upon return

In order to claim expenses a travel expense report needs to be processed in UMOJA upon return from home leave regardless of lump sum or ticket provided was selected. Please note that all supporting documents (e.g. tickets, boarding passes) may need to be submitted as proof upon request and should be kept on personal file for 5 years for the case of an audit.

Hope this overview is helpful in clarifying a few recurring questions and you will be able to make your leave plans for this year.