



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 5.3
- Staff Rule 5.2 – Home leave
- ST/AI/2015/2 – Home leave
- ST/AI/2010/4/Rev.1 – Administration of temporary appointments

Home leave

For Staff



Who

Internationally recruited staff members in the Field Service, Professional and above categories are eligible for home leave when residing and serving outside their home country. General Service staff members who are internationally recruited or on assignment in a country other than that of their parent duty station, are also eligible for home leave.

A staff member's service should continue for 3 - 6 months (depending on hardship classification of duty station) beyond return from home leave travel. Additionally, a staff member must meet the intervals between home leave travel and family visit, education grant travel and rest and recuperation.

Staff members who are permanent residents of a country other than that of his or her nationality and who serve at a duty station in his or her country of permanent residence are not eligible for home leave travel.



What

Home leave is paid travel provided to internationally-recruited staff members and eligible family members, between the duty station and home country/recognized place of home leave.

A staff member and his or her eligible family members traveling on home leave are required to spend at least seven calendar days, exclusive of travel time, in his or her home country.

The home leave entitlement consists of:

- round trip air ticket(s);
- terminal expenses;
- travel time;
- excess baggage;
- unaccompanied shipment of personal effects;
- an additional unaccompanied shipment for staff members serving at duty stations with C, D or E hardship.

Alternatively, staff members may book their own air ticket and opt for a lump-sum option in lieu of all of the entitlements listed above. This is calculated as 70% of the lowest fare quoted for the round-trip ticket(s) in economy class.

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Why

Home leave is made available to enable eligible staff members serving outside their home country, to visit their home country at United Nations expense for the purpose of spending in that country a reasonable period of annual leave to allow them and their families to renew their ties with and interests in their home country.



When

Requests should be made at least 8 weeks in advance of the intended departure date.

Staff members may exercise their home leave entitlement once they have accrued 24 service credit points. Eligible staff members accrue service credit points towards home leave as follows:

- one point for each full month of service at duty station with hardship H, A, or B;
- two points for each full month of service at duty station with hardship C, D or E.

Advance home leave may be requested provided that normally no less than 12 points have been accrued. It is also possible to delay home leave travel, noting that no more than 48 service credit points may be accrued towards the entitlement.

A staff member may lose his or her entitlement to home leave travel upon change of recognized nationality, assignment to country of home leave or permanent residence, or return of locally recruited staff member on mission assignment.

Where*

*as applicable



Offline



Staff members can view their annual leave and home leave quota and submit home leave requests under "Time Management" in the Umoja Employee Self-Service (ESS) portal. The request will be routed to their manager for approval, who will consider only your request for leave taking into account work demands

Once the request for leave has been approved by the manager, staff can apply for the travel portion of the process through ESS Portal under "Travel". At this point, the request will be reviewed for eligibility to home leave by their HR partner.

When travelling on home leave, staff need to retain all of the airline tickets and boarding passes for five years in case they are required to provide supporting documentation.

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- 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 home leave through ESS:

There is a two-part process for the approval of home leave in Umoja. You will be required to submit your leave request under Time Management in ESS, and submit a request for your travel under Travel, Shipment, and Expenses in ESS.

Home Leave Request (time only):

- 1) Log in to ESS
- 2) Select Time Management
- 3) Select Create Leave Request
- 4) Select Annual Leave-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.

Once you have received approval of the Home Leave request by your manager, you 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 Home Leave
- 5) Follow the onscreen steps to complete your request.
- 6) Your request will be routed to the HR partner and the Travel approver for confirmation of the eligibility to the entitlement and authorisation of the travel modality chosen (lump sum or paid ticket).

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