



COVID-19: *HR* MEASURES applicable to all Major Offices

VERSION *6.0* 13 JULY 2022

DEPARTMENT OF HUMAN RESOURCES AND TALENT MANAGEMENT (HRT)

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Leave and attendance

Applicability

These measures apply as follows:

Major Office: All Major Offices globally

Period (effective from): 13 July to 31 December 2022

Appointment types: These measures apply to staff members holding Fixed-term and Continuing appointments and those on Temporary appointments under SR420.4, unless otherwise specified.

HR support: HR Business Partners in the Divisions and Regional Offices

Annual leave

1. The COVID-19 HR Measures v.4 of 23 November 2021 relating to Annual leave are replaced by this document.
2. Annual leave carry-over from 31 December 2022 to 1 January 2023 will be implemented in accordance with Staff Rule 630.5:-
 - a. staff are reminded that a minimum of half the annual leave credit for 2022 must be taken before 31 December 2022.
 - b. Staff must reduce their annual leave balance to a maximum of 60 days by 31 December 2022
 - c. A maximum of 60 days will be permitted to be carried forward from 31 December 2022 to 1 January 2023. Balances in excess of 60 days will be forfeited.
3. The Organization will continue to allow up to a maximum of 45 days annual leave days encashment (i.e. 15 days beyond the 30 days set out in SR 630.8) upon separation for continuing and fixed-term staff until 31 December 2023¹. Payment shall be made based on the GSM leave balance as confirmed in the local clearance certificate.
4. Supervisors are requested to ensure that leave requests from staff members are approved to the extent possible considering exigencies of service.

Home leave

The Organization will continue to allow flexibility in deferring home leave that cannot be taken because of travel restrictions or other Covid-19 related restrictions.

5. Staff will maintain their home leave due date and therefore be permitted to accumulate credits for their next home leave without forfeiting the current one.
6. As an exception to paragraph 260 of eManual III.6.13, the required period between home leaves (12 months at 24-month duty stations and 6 months at 12-month duty stations) will be reduced to 6 months and 3 months respectively.
7. As an exception to paragraph 60 of eManual III.6.13, the Organization will reduce the period an appointment is expected to continue after home leave from 6 months to 3 months at 24-month duty stations, and from 3 months to 6 weeks at 12-month duty stations.
8. These exceptions will be based on a staff declaration (in GSM) that home leave travel needs to be deferred due to COVID-19 travel issues without prejudice to the next due date, and supervisor approval. This flexibility will remain in place for all home leaves up to 31 December 2023.

Staff members are requested to make efforts to ensure compliance with this guidance, to reduce annual leave balances and to ensure outstanding home leave is taken within the above time period.

===== End =====

¹ Excludes temporary staff because, by taking the minimum 15 days annual leave per year, 60 days annual leave carry-over limits cannot be exceeded for a 24-month appointment.