



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

VERSION 4.0 23 NOV 2021

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):** 23 November 2021 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. Staff are reminded that a minimum of half the annual leave credit for 2021 must be taken before 31 December 2021. This applies to continuing, fixed-term and temporary staff in accordance with Staff Rule 630.5.
2. The Organization will allow an exceptional carry over of up to 15 annual leave days (or half the annual leave accrual) beyond the current maximum of 60 days from 31 December 2021<sup>1</sup> i.e. up to 75 days carry-over into 2022.
3. Staff must reduce their annual leave balance to a maximum of 60 days by 31 December 2022.
4. The Organization will 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) on separation for continuing and fixed-term staff until 31 December 2022<sup>2</sup>. Payment shall be made based on the GSM leave balance as confirmed in the local clearance certificate.

## 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 2022.

===== End =====

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<sup>1</sup> 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.

<sup>2</sup> Excludes temporary staff where the maximum annual leave payment remains at 30 days given the maximum duration of appointment of 24-months and the requirement to take a minimum 15 days annual leave per year.