

This practical note is applicable to professional staff, and where applicable, national officers and general service staff members who undertake duty travel for the purpose of :

- emergencies and crisis response due to natural or other disasters;
- contagious disease outbreaks;
- other situations considered as crisis;

where the staff concerned are required to work consistently exorbitant hours over an extended period and during weekends.

Taking note that the rules related to compensatory leave are not normally applicable to periods of duty travel. However, in the cases mentioned above, it has been decided that the Department Director will declare the applicability of the compensatory leave days below. The objective is to enable the staff to recuperate physically and psychologically, as well as personally, from the stress of the mission on return to their duty station.

For the defined periods below staff members will be exceptionally entitled to claim and take Compensatory Leave within one month of their return from duty travel as follows :-

- i) Less than one month (30 days) - 1 day of compensatory leave per 7 days' worked at the location (excluding the standard rest day staff are entitled to after travel of a certain duration on return to the duty station)
- ii) From one month (30 days) and more - 5 days compensatory leave for the month plus 1 day for each week worked in excess.

The accumulation of the compensatory leave will not override eligibility to the normal R&R entitlement at the frequency of a hardship duty station. The compensatory leave should be claimed before the mission end, or immediately upon return to the duty station through the standard GSM Compensatory Leave Authorization and Claim process. It should be noted that the Supervisor of the staff concerned has the capability in GSM to initiate and authorize compensatory leave on behalf of the staff deployed for such missions. Staff members are required to avail of the leave, preferably immediately upon return to the duty station or, latest within one month of their return. If not used, the compensatory leave authorization should be cancelled. No staff member should be absent without prior approval through GSM Leave and Absence system being given.

Taking into account the rationale above and that the application of compensatory leave to duty travel is in itself an exception, no exceptions whatsoever will be granted. The Directors and Managers of staff member are responsible for ensuring that the compensatory leave is claimed and taken within the month following the duty travel.

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*Note sent by email on 16 October 2012 from Director, HRD to ADGs/DAFs/Directors managing staff member missions to outbreaks and crisis situations.*