

How to guide – Request Special leave on reassignment

Staff Members entitled to request 5 days' leave (prior to and/or after) reassignment to a duty station outside the country of their current duty station. (Not applicable on appointment, nor to temporary staff members or staff members who convert from a temporary to a fixed-term appointment)

Fixed term and continuing appointment staff members who are relocating to another country as a result of the mobility compendium, normal reassignment or transfer selection for a position are entitled to 5 working days' special leave prior to or after the reassignment date. Normally the leave should be taken within one month- eight weeks of the reassignment date. Staff members who are entitled will be informed in their reassignment letter sent by GHR. The reassignment letter must be attached to the special leave request initiated by the staff member via GSM. For any questions please contact the Cluster Management Officer/Regional Human Resources focal point.

1. Log-in GSM Responsibility: **Staff Member**
2. Click/Open: **Staff Member** → **Absence** → **Leave Request**
3. Leave Request page opens/Click:

Leave Request: Summary

Absence Summary Show Accruals

[Link to Absence Dashboard to see leave balances and a graphic view of leave requests](#)

TIP To view further information on a specific leave [Click Here](#) and search the HR section of the WHO e-Manual for a specific leave type

Search

Note that the search is case insensitive

Absence Type Absence Status

Approval Status End Date

Start Date (example: 21-Apr-2016)

[Click here to make a leave request](#)

Absence Type	Absence Category	Absence Status	Start Date	End Date	Status of Request	Amend or cancel leave request	Confirm planned leave	Details
--------------	------------------	----------------	------------	----------	-------------------	-------------------------------	-----------------------	---------

4. In Create Absence page, **Select/Enter:**
 - a. Absence Status: **Planned** or **Confirmed**
 - b. Absence Type: **Special Leave with Full Pay**
 - c. Absence Reason: **No Reason**
 - d. Special Leave Type: **On Reassignment**
 - e. Enter Duration: **Start and End Dates**

IMPORTANT: Review the dates entered taking into account the 5 working days entitlement. The system counts in calendar days, your entitlement is a total of 5 working days prior to and/or after reassignment.

- f. Click: **Calculate Duration**

- g. Half Days Option: Enter if applicable
- h. Enter: Contact number, Contact name, Comments

* Absence Status

* Absence Type

* Absence Reason

Half Day Options

* Special Leave Type

Duration

* Start Date

* End Date

Total 5

Contact Number

Contact Name

Destination City/Country

5. Click **Next** and **Review**

6. Click **'Managed Attachments'** at the bottom left of review page:

Comments to Approver

Managed Attachments

7. The standard ECM Managed Attachments screen appears. Click **New**.

World Health Organization
Managed Attachments

Managed Attachments for - [AbsenceAttendanceType], [EmployeeNumber], [AbsenceReason]

Attach : New | From Repository | Search Within | Detach |

Name	Title	Author	Size	Date	Revision	Actions
No records found.						

- 8. Content Check-in form appears and following data fields are automatically populated:
 - a. Organization
 - b. Business Track: Human Resources
 - c. Transaction type: Leave Request – Special Leave with Full Pay

Content Check-In Form

* Title
Author robg

* Select File Browse...

Comments

* Organization
* Business Track
* Transaction Type
* Document Type

9. Go to **Select File** field then click **Browse** to pick up your “reassignment letter” and/or the “email approval for the special leave” document from your desktop or where the document was saved.

10. **Select** ‘Document type’: **HR Approval Memo**

11. Data fields will be automatically populated:
- Title with Employee Number, Absence Type, Leave Reason

12. Click **Check In**

Content Check-In Form

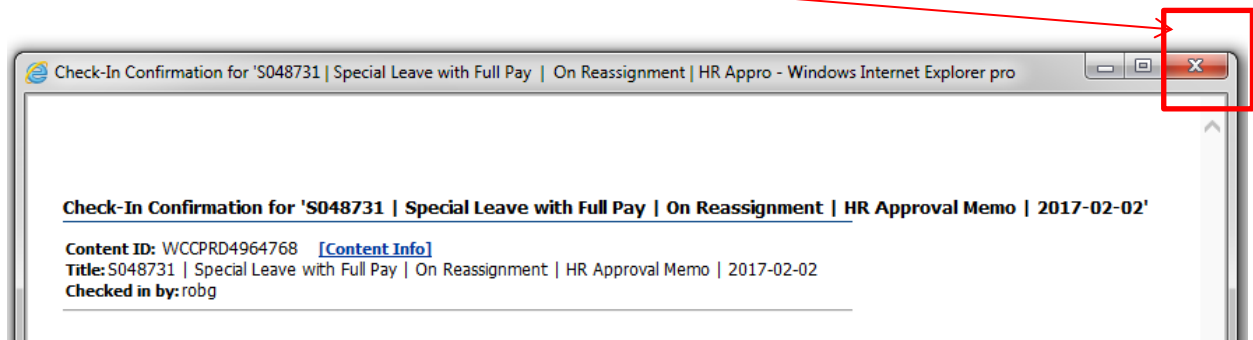
* Title
Author robg

* Select File Browse...

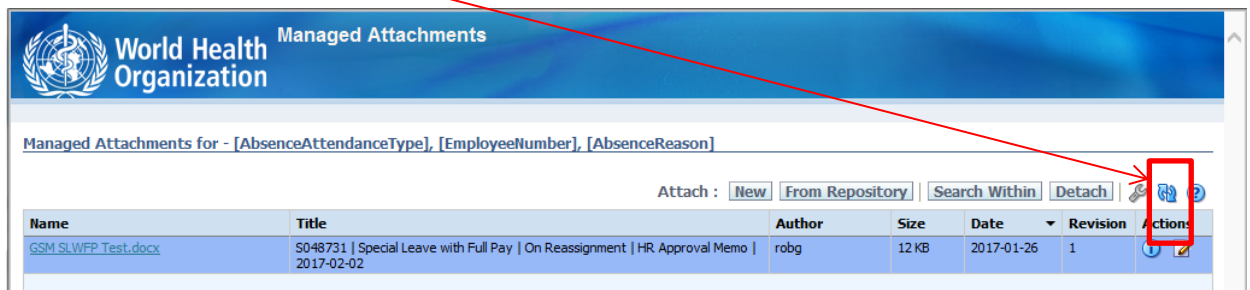
Comments

* Organization
* Business Track
* Transaction Type
* Document Type
Absence Type
Leave Reason
Employee Number
Start Date
Employee User ID

13. **Close** the Check-in confirmation screen.



14. Click on the **Refresh** icon.



15. Once you see that the document name appears with the title, the document is saved and named in ECM.

16. Close the Managed Attachments screen to return to the Review page.

17. Click **Submit**. Leave request will be sent to supervisor for approval, then Global HR for verification before final approval.

HRD/HPJ Special leave on Reassignment –GSM process

30 January 2017