

HR.SOP.III.040A

Home Leave – Step 1

Leave Request

HRD/HPJ

HR Standard Operating Procedure
Target Audience: All Staff

DISCLAIMER

Standard Operating Procedures (SOPs) provide a step-by-step guide for staff directly involved in the processing of administrative actions to support and facilitate the implementation of WHO policies and procedures. The SOPs are for guidance only; they are neither authoritative nor binding. The SOPs reflect the policies and procedures of WHO at the time of writing; however, policies and procedures change from time-to-time. In the case of a conflict between the SOPs and the WHO eManual provisions, the WHO eManual provisions take precedence.

DOCUMENT SPECIFICATIONS

Version	Date of revision	Author (s) / Dept / Unit	Approver	Indicate which section changed compared to previous version
1.0		Published in HR eManual, 2010		
0.1	01.2012	Review K. Mollard, S.E. Amaudruz, HRD/HPJ		Update and review
0.2	03.2012	S. Ragupathi, GHR		Review GHR processes
0.3	04.2012	JM		Inserted Visio and reviewed
0.4	25.09.2012	S.E. Amaudruz, HRD/HPJ		Final review before approvals.
2.0	04.10.2012		S.E. Amaudruz, HRD/HPJ N. Jeffreys, Comptroller M. Altmaier, Director, HRD	Final approval for publication in eManual

1. INTRODUCTION

1.1. Overview/Description

This standard operating procedure explains **Step 1** to request a **home leave absence**. Once the leave request is approved, the staff member then proceeds to **Step 2 - Initiate a travel request** (HR.SOP.III.040B Home Leave – Step 2) and on return from home leave proceeds to **Step 3 – Confirm leave request and Initiate travel claim** (HR.SOP.III.040C Home Leave – Step 3).

1.2. General Guidance / Business Rules

- Home leave requests must be made in advance. Home leave entitlement comprises: i) travel days from the duty station to the staff member's recognized country of residence (provided the travel occurred on a working day); and ii) the cost of the return travel from the duty station to the recognized country of residence or another destination where the staff member has family, cultural or professional ties, whichever is less.
- After the leave request is approved by the Manager and GHR, the staff member initiates a Home leave travel request – See HR.SOP.III.040B – Step 2 Home Leave Travel Request.

- **Prerequisites:**

The staff member is eligible for home leave (eManual III.6.13 refers) i.e.:

- Requisite service time at the staff member's duty station to be eligible for home leave travel (12 or 24 months) has been completed;
- Home leave due date appears in the leave and absence dashboard of the staff member; and
- Contract duration is for at least six months (at 24-month home leave duty stations) or three months (at 12-month home leave duty stations) after the return date from the home leave or the home leave eligibility date, whichever is later.
- Planned duration of the home leave to the approved destination is for at least seven days excluding travel time to and from the destination.

1.3. Reference Material

1.3.1. Staff Rules

- 640 - Home leave
- 1010.3 - Resignation
- 810 and 820 - Travel of Staff Member, spouse and children

1.3.2. WHO eManual

- III.6.13 Home Leave
- III.8 Travel and Transportation: III.8.3 Home leave Travel; III.8.7 Lump sums for travel

1.3.3. UPKs

- Leave and Absence Management - Leave Types – 6.252 Home leave Review & Approve; 6.403 Home Leave Request
- Travel Management - Travel Request Creation and Approval - Raise a Travel request - Statutory Travels

1.3.4. Related SOPs

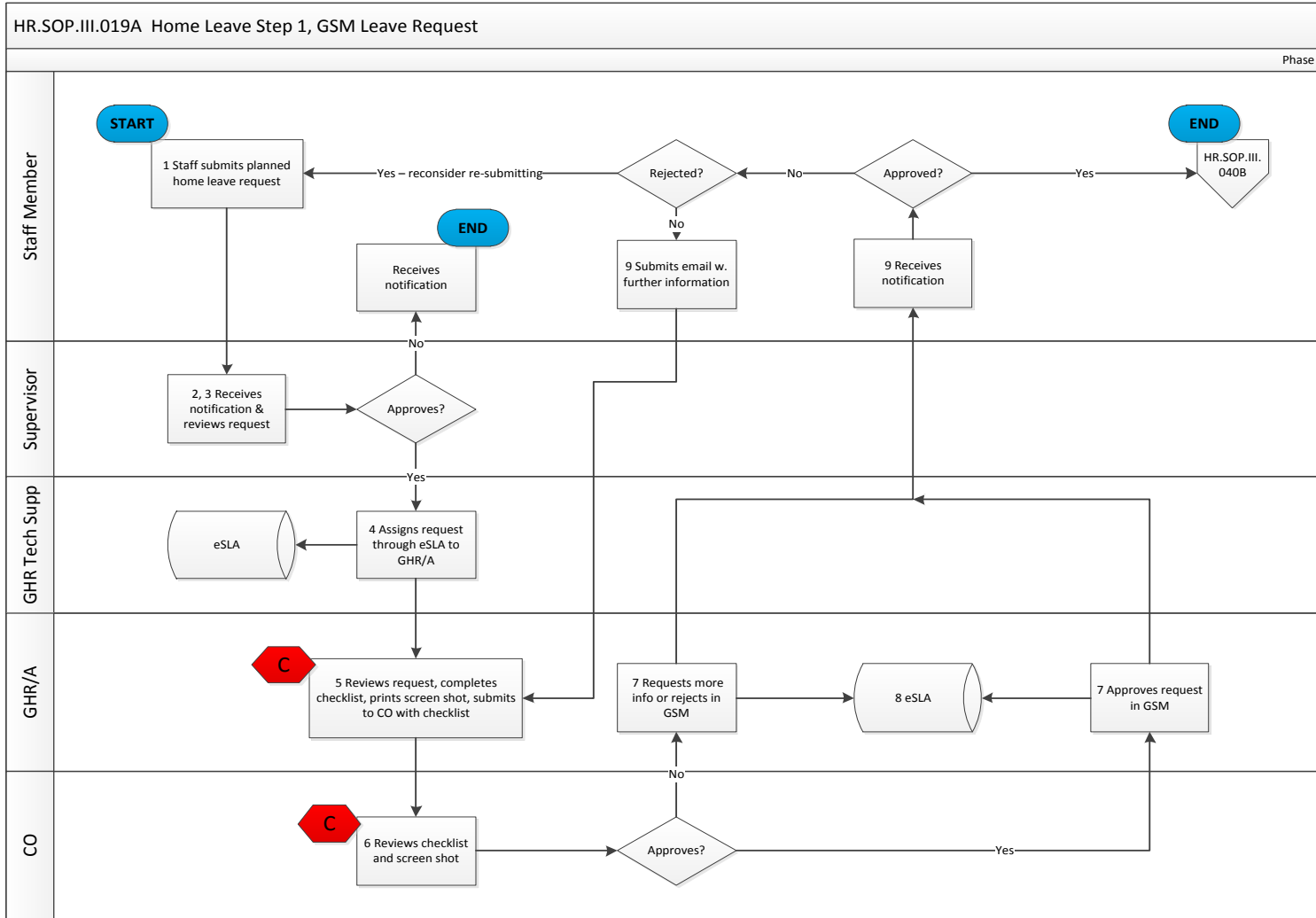
- HR.SOP.III.40B Home Leave
- HR.SOP.III.40C Confirm Leave Request and Initiate Travel Claim
- FIN.SOP.VII.002 Travel Claim Checks
- FIN.SOP.X.014A PO based Invoice Processing

1.4. Definitions

- ASO Administrative Services Officer (Regional Office)

- CO Certifying Officer
- RO Regional Office
- RPO Regional Personnel Officer
- GHR Global Human Resources, Global Service Centre
- HRA Human Resources Assistant
- GHR/A Global Human Resources Administrator

2. PROCESS FLOW



3. PROCESS STEPS

Step	Control (C)	Type	Process	Role / Responsibility
1		GSM input	<p>Submits a planned home leave absence request or amends a home leave absence request through Staff Member-->Leave Request function (see UPK 6.403)</p> <p>-Completes the absence request fields in GSM (as per WHO eManual III.6.13 requirements):</p> <p>-Enters Start and End Dates (including travel days to and from destination)</p> <p>-Completes Further Absence Details by selecting the appropriate fields from the drop-down list:</p> <ul style="list-style-type: none"> • Declares travel is within or outside eligibility period, if outside selects the appropriate option due to work commitments or for personal reasons – <i>if work commitments claimed, evidence that a prior request for home leave was made and rejected is normally required</i> • Indicates appropriate number of travel days to and from destination based on standard computation list in WHO eManual (HQ)/obtains travel time from RPO/ASO (RO) • Selects the Home Leave Due Date using torch icon (automatically calculates and appears in leave request). • Completes contact and destination details. If destination to a country other than recognized country of residence – inserts comments justifying family, cultural, or other valid reasons as per eManual III.6.13. 	Staff member

2		GSM notification	Receives a notification for approval of the planned home leave request.	Supervisor
3		GSM Approval	<p>Reviews details of request. Approves or Rejects request after checking correctness of request:</p> <ul style="list-style-type: none"> • Planned absence dates are for at least 7 days excluding travel time. • Request does not interfere with unit/department work • If home leave declaration is “outside eligibility period of work commitments” is valid • There is no intention to separate staff member within 6 months (3 months at 12 month duty stations) after the date of return from home leave. <p>(See UPK 6.252 Home Leave Review and Approve (supervisor))</p>	Supervisor
4		GSM notification	<p>Receives notification for approval of planned home leave request. Assigns request to GHR/A, through eSLA</p>	Technical Support Team
5	C	Offline	<p>From GSM Worklist – verifies eligibility and correctness of leave request and completes Checklist – Approving & Administering Home Leave or Family Visit. Reviews:</p> <ul style="list-style-type: none"> • last home leave due date and dates of travel • absence duration minimum 7 calendar days • contract duration is for six months (at 24 month duty station), (3 months at 12 month duty station) after return from travel. If service time shortfall is minimal, i.e., 10 days or less, raises request for exceptional approval to Coordinator, GHR • travel days are consistent with the Home Leave destination and the official computation of travel days • declaration fits travel dates within/outside eligibility period 	GHR Administrator

			<ul style="list-style-type: none"> checks People Screen/Additional Personal Details to identify if spouse is WHO or UN common system staff – and both entitled to home leave: if yes, review eligibility to ensure double entitlement not granted. (Both WHO P staff, each may travel as staff members or one as a spouse, both must submit their leave requests as home leave). <p>Prints the screen shot of GSM home leave request and submits screenshot and checklist for approval to Certifying Officer.</p>	
6	C	Offline	<p>Reviews checklist and screen shot. If correct, signs off approval on checklist. Reverts to GHR Administrator as necessary.</p>	Certifying Officer
7		GSM	<p>Approves planned home leave request in GSM. Indicate in Note that staff member must initiate a Travel Request for home leave.</p> <p>If further information is required, request the staff member to provide it by adding comments under the Note section. Click on Request Information.</p> <p>If staff is not eligible, rejects request and indicates reason for rejection in the Note section.</p>	GHR Administrator
8		Offline	Updates eSLA with suspended/approved/rejected status	GHR Administrator
9		GSM worklist notification	<p>Receives notification of approval / rejection or request for further information.</p> <ul style="list-style-type: none"> If approved – initiates Travel Request for home Leave – see HR.SOPIII.040B Home Leave Travel Request If rejected – reconsiders submitting home leave request Provides information as requested to GHR Administrator who resumes at Step 5 	Staff member

4. KEY RISKS & COMPENSATING CONTROLS

Risks	Compensating Controls	Process Step 2
Overpayment of entitlement if home leave granted to non-eligible staff due to insufficient contract duration	GSM system only permits a leave request if a home leave due date exists and staff is expatriate. GHR Administrator checks contract and completes checklist upon receipt of request. Certifying Officer reviews leave request and approves/rejects request based on completed home leave checklist prepared by GHR Administrator.	5,6
Infringement of the staff rules where Home Leave Request does not fulfil Staff Rule provisions <ul style="list-style-type: none"> • Insufficient duration of time spent in home leave • Incorrect PTAE0 used for home leave travel 	GHR Administrator checks duration respected of minimum 7 days excluding travel time; Certifying Officer reviews home leave checklist & approves	5,6
Overpayment of entitlement if home leave granted against an incorrect home leave due date	GHR Administrator verifies current and last home leave due date and when last entitlement exercised and completes checklist appropriately. Certifying Officer reviews checklist and approves	5,6
Overpayment of entitlement if staff members are granted more travel days than their entitlement	GSM is programmed only to credit annual leave upon confirmation of a home leave request if the start and end dates fall on working days at the staff member's duty station. GHR Administrator manually checks that the number of travel days entered in the leave request is consistent with the official computation of travel days. Certifying Officer reviews checklist and approves.	5,6