

# HR.SOP.III.050

## Special Leave without Pay

### *HRT/HPJ*

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*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 Version	Date of revision	Author (s) / Dept / Unit	Approver	Indicate which section changed compared to previous version
0.1	5 July 2021	S. Amaudruz/K. Mollard HRT/HPJ in consultation with GHR, FIN/PAY	H. Koch	First version reflects amendments to WHO eManual III.6.20 Special Leave without Pay in July 2021.

## 1. INTRODUCTION

### 1.1. Overview/Description

This standard operating procedure explains the process from initiation to approval and implementation of a request from a staff member for different types of Special Leave without Pay (SLWOP) with the exception of Special leave without pay for Study and Research purposes – see *HR.SOP.III.052 Study Leave*.

Staff members holding a fixed-term, continuing or temporary appointment under SR 420.4 may request SLWOP in accordance with the specific eManual provisions for each leave type, and for reasons including but not limited to the following :-

- Upon death of an immediate family to supplement Compassionate Leave with Pay;
- For a family emergency;
- To care for a child;
- To care for a seriously ill family member;
- For military training or service (duration of the obligation);
- For pension purposes; or
- Personal Reasons.

With the exception of *Compassionate Leave and the related 2 weeks SLWOP or for a family emergency\**, a staff member may depart on leave only once the SLWOP conditions provided by Global Human Resources (GHR) have been signed and accepted by the staff member and the absence request in the on-line system has been approved by GHR.

During SLWOP the staff member may opt to continue participation in the United Nations Joint Staff Pension Fund and/or continue Staff Health Insurance coverage and/or continue Group Personal Accident and Illness Insurance coverage during SLWOP. If coverage

is requested, it is the staff member's responsibility to obtain an estimate of the costs directly from the relevant service and arrange payment of both the staff member's and the Organization's contributions.

All arrangements must be completed prior to departing on leave. Participation in social security schemes cannot be accepted retroactively<sup>1</sup>.

## 1.2. General Guidance / Business Rules

*To note that the business rules and approval process below are streamlined in the SOP for SLWOP for compassionate and family emergency reasons. See \* throughout SOP.*

**Before submission of the SLWOP request form** - Staff members must undertake the following steps prior to submitting the SLWOP request form:

- i) discuss with the HR Business Partner (HBP) of the relevant division for staff at HQ or the Regional HR Officer (RHRO) for staff in the regions, who will provide advice and guidance on the procedure, the potential start date of SLWOP taking into account exhaustion of accrued leave, any impact on entitlements and contract implications;
- ii) if considering maintaining social security payments, seek advice and cost estimates from WHO Staff Health Insurance (SHI), WHO Pension services (Pension services) and Insurance Risk Management (IRM) for the Group Accident and Illness Insurance (GPAII) and if appropriate, the Voluntary Group Life Insurance (GLI); and
- iii) upon collection of all relevant information, discuss with the first level supervisor before completing and submitting the SLWOP request form to the HBP/RHRO.

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<sup>1</sup> Exceptions may only be made for SLWOP for compassionate and family emergency reasons.

**Submitting SLWOP request form and approval process**

- i) After undertaking the steps above, the staff member completes and submits the SLWOP request form to the HBP/RHRO for verification. The HBP/RHRO seeks approval on the request and whether to maintain the position for the staff member's return from the department director, and ADG for the division for staff at HQ/Director, Programme Management (DPM) for staff in the regions.
- ii) An exceptional request related to SLWOP, e.g. non exhaustion of annual leave, SLWOP duration in excess of one year or extension beyond one year, SLWOP in connection with separation and SLWOP for pension purposes shall also be submitted for approval to the Director-General through ADG/BOS, on advice from Director, HRT and, for staff in the regions Director, Business Operations (DAF).
- iii) Upon approval of the SLWOP, the HR Leave Specialist (HRLS) for the division/region submits the relevant leave requests in the on-line leave system and uploads supporting documents.
- iv) GHR verifies and sends the SLWOP conditions letter to the staff member for acceptance and return within 10 working days. Upon receipt of the staff member's acceptance of the SLWOP conditions, GHR implements the SLWOP absence request and takes any necessary administrative action.
- v) If the staff member does not sign and return the SLWOP offer letter, or departs on leave without completing the process, HBP/RHRO follows up with the staff member to ensure appropriate action is taken. If the timing of the SLWOP request results in overpayment of salary, the Organization will initiate the recovery process in a timely manner, and staff member is required to refund the overpayment amount to WHO on a timely manner.

\* ***Special leave without Pay – 2 weeks to supplement Compassionate Leave or Family emergency leave – due to the nature and urgency of this leave, the staff member must obtain the supervisor's verbal agreement. The staff member must complete the SLWOP request form or the HR leave specialist (HRLS) may complete and obtain approval on behalf of the staff member and enter the planned SLWOP in the online leave system. No memorandum is required nor approval by Dept Director, ADG or DPM. On-line approval only required by 1<sup>st</sup> level supervisor.***

### 1.3. Reference Material

#### 1.3.1. Staff Rules

- 650 Special Leave
- 670 Approval and reporting of leave

#### 1.3.2. WHO eManual

- III.6.8 Leave requests and absence records
- III.6.20 Special leave without pay
- III.6.21 Compassionate leave (Special leave for death of an immediate family member)
- III.6.23 Special leave to care for a child or seriously ill family member
- III.6.24 SLWOP for military training or service
- III.6.25 SLWOP for pension purposes

#### 1.3.3. Related SOPs

- HR.SOP.III.052 Study leave
- INS.SOP.XI.003 Request contributions to Staff Health Insurance during LWOP or SLWOP
- INS.SOP.XI.001 Request contributions to Accident and Illness Insurance during LWOP or SLWOP
- INS.SOP.XI.009 Request contributions to Group Life Insurance during LWOP or SLWOP
- PEN.SOP.XI.005 Request contributions to Pension fund during LWOP or SLWOP
- FIN.SOP.XII.096 Separation Payment Processing

## 1.4. Other

### 1.4.1. Definitions

- ADG Assistant Director-General for technical division in Headquarters
- BOS Business Operations
- CRE Compliance, Risk and Ethics
- DAF Director, Business Operations for region
- DPM Director, Programme Management for region
- ECM Enterprise Content Management system – electronic archiving platform
- GPAII Group Personal Accident and Illness Insurance
- GHR Global Human Resources-Global Service Centre
- HIS Health Insurance Specialist
- HBA Human Resources Business Associate
- HBP Human Resources Business Partner
- HQ Headquarters
- HRLS Human Resources Leave Specialist
- HRT Department of Human Resources and Talent Management
- HWCO Head WHO Country Office
- PAY Global Service Centre Payroll
- PEN Pension
- RD Regional Director
- RHRO Regional Human Resources Officer
- SHI WHO Staff Health Insurance
- SLWOP Special Leave without Pay
- UNJSPF United Nations Joint Staff Pension Fund

**PROCESS STEPS**

Step	Control (C)	Type	Process	Role / Responsibility
1a		Off line	<p><b>For SLWOP up to 14 days for compassionate or family emergency reasons</b> - go to Steps 1b and seek advice from HBP/RHRO on points marked with * in this step then 2b – no advance notice required – 1<sup>st</sup> level supervisor approves.</p> <p><b>SLWOP of more than 3 months</b> - at least 2 months <u>in advance</u> of the planned absence period or earlier wherever possible OR</p> <p><b>SLWOP of 3 months or less</b> – at least 1 month or more <u>in advance</u> of the planned absence period the staff member takes the following actions:</p> <ul style="list-style-type: none"> <li>• Consults the eManual on SLWOP and/or the specific SLWOP type*</li> <li>• Considers and discusses the following with the HBA/RHRO <u>before</u> completing the SLWOP request form:                             <ol style="list-style-type: none"> <li>i. the appropriate reason to indicate for the request e.g. to care for a child, to care for a seriously ill family member, personal reasons, or other as per the eManual provisions*</li> <li>ii. the period of SLWOP absence (up to maximum duration of leave type) or the end date of appointment, whichever is earlier;</li> <li>iii. the estimated start date of SLWOP after exhaustion of annual leave;</li> <li>iv. expected date of return to duty, if position kept open; or the separation date if position is not kept open, and impact and options on related entitlements and benefits;</li> <li>v. options to maintain participation in PEN, SHI, and/or GPAll*</li> </ol> </li> <li>• Seeks costs estimates and advice from <a href="mailto:SHI-Affiliations@who.int">SHI-Affiliations@who.int</a>, <a href="mailto:insurance@who.int">insurance@who.int</a> or <a href="mailto:pension@who.int">pension@who.int</a>*</li> </ul>	Staff member

Step	Control (C)	Type	Process	Role / Responsibility
			<ul style="list-style-type: none"> <li>Once discussed with the HBP/RHRO verbally informs the supervisor that the request is being made to the ADG/DPM*.</li> <li>Completes and signs the form, indicating decisions on social security payments and sends to the HBP/RHRO.</li> <li>If appropriate submits a resignation letter for end date of SLWOP.</li> <li><i>For an exceptional request</i> - prepares a memorandum to attach to SLWOP form – see Step 7.</li> </ul>	
1b		Offline	<p><b><i>For SLWOP up to 14 days for compassionate or family emergency reasons</i></b></p> <p>Seeks advice from HBP/RHRO on points marked with * in Step 1, completes the SLWOP form with social security options and submits to HBP/RHRO.</p> <p>If necessary, staff member may inform HBP/RHRO of their request and social security options and request to complete the form on their behalf. Go to step 2b.</p>	Staff Member
2a	(C)	Off line	<p>Provides advice to staff member, assists completion of form:</p> <ul style="list-style-type: none"> <li>Ensures request respects provisions of the relevant SLWOP policy</li> <li>Advises on start date of SLWOP after annual leave is exhausted;</li> <li>Advises on impact on entitlements particularly if position will not be kept open;</li> <li>Ensures SLWOP duration does not exceed contract duration or one year, unless specifically provided for in the policy, i.e. pension purposes or military training or service;</li> <li>explains that social security decisions must be taken and respected;</li> <li>Advises if clearance process will be required;</li> <li>Advises on exceptional requests and process as per SLWOP policy.</li> </ul>	HBP/RHRO

Step	Control (C)	Type	Process	Role / Responsibility
			<p>Upon receipt of the SLWOP request form:</p> <ul style="list-style-type: none"> <li>• verifies and signs-off on correctness of form</li> <li>• reviews capacity for reintegration in department with ADG/DPM; and</li> <li>• discusses, provides HR planning advice and seeks approval of the SLWOP request including the decision on position being kept open or not from the Department Director and ADG of the Division in HQ or Department Director or HWCO and DPM for country office and regional staff;</li> <li>• Seeks views and recommendation on exceptional requests from ADG/DPM – see step 7.</li> <li>• Notify payroll (Global Payroll Manager) by email if any potential withholding of salary required due to timing of request.</li> </ul> <p><i>For exceptional requests, i.e. non-exhaustion of annual leave, SLWOP in excess of 12 months, extension over 12 months, SLWOP in connection with separation/resignation HBP/RHRO ensures submission to the Director-General with recommendations on SLWOP request – see Step 6.</i></p>	
2b	(C)	Off line	<p><b>*For SLWOP of up to 14 days for compassionate or family emergency reasons</b> provides advice to the staff member and verifies or completes SLWOP request form indicating:</p> <ul style="list-style-type: none"> <li>• start and end date of SLWOP;</li> <li>• social security decisions;</li> <li>• ensures SLWOP duration (14 days) does not exceed contract duration;</li> <li>• enters uncertified or other leave as requested by staff member if not already done;</li> </ul>	HBP/RHRO

Step	Control (C)	Type	Process	Role / Responsibility
			<ul style="list-style-type: none"> <li>signs SLWOP request form; and</li> <li>obtains 1st level supervisor approval of SLWOP request form.</li> </ul> <p>Go to Step 14 (optional for social security payments) and mandatory Step 15.</p>	
3		Off line	<p>Considers reason, duration and whether position will be kept open taking into account obligations under SLWOP policies to care for child, a seriously ill family member, military leave based on HR.</p> <p>Department Director/HWCO discusses with ADG for technical division/DPM and indicates recommendation on the SLWOP form for final decision by ADG/DPM.</p>	Department Director /Department Director or HWCO - or as appropriate if staff member at Director level.
4		Off line	<p><b>ADG/DPM takes decision to approve or not</b> the SLWOP with position kept open or not and completes and signs SLWOP request form and forwards signed form to HBP/RHRM.</p> <p><i>For exceptional requests indicates support or not on SLWOP request form – go to steps 6-11.</i></p>	ADG for Division/DPM for Regional Office
5		Off line	<p><b>If approved and no exceptional approval required</b>, informs staff member and 1<sup>st</sup> and 2<sup>nd</sup> level supervisors, and HRLS for the division/region and provides copy of approved SLWOP with decision. If applicable, requests resignation letter for end date of SLWOP where position not kept open.</p> <p>Go to step 13, 14 and 15a or 15b.</p>	HBP/RHRO
6		Off line	<p><i>For exceptional requests approval process continues for the following prior to implementation of SLWOP:</i></p> <ul style="list-style-type: none"> <li><i>non-exhaustion of annual leave</i></li> </ul>	HBP/RHRO

Step	Control (C)	Type	Process	Role / Responsibility
			<ul style="list-style-type: none"> <li>• <i>SLWOP in excess of 12 months for pension purposes, military training or service, to care for a child or seriously ill family member</i></li> <li>• <i>requests for an additional period beyond 12 months and</i></li> <li>• <i>all SLWOP in connection with separation cases.</i></li> </ul> <p>HBP/RHRO continues approval process by submitting the SLWOP request form with the supporting memorandum to:</p> <ol style="list-style-type: none"> <li>DAF for RO for advice;</li> <li>Director, HRT for advice on all cases;</li> <li>ADG/BOS;</li> <li>Director-General for approval decision.</li> </ol>	
7		Off line	Reviews the exceptional request for compatibility with RO HR planning and any other relevant considerations and consults with RD as appropriate. Indicates regional advice and forwards request to Director, HRT. Signs the SLWOP form and submits to Director, HRT.	DAF(RO)
8		Off line	Reviews the exceptional request, comments by DAF ensuring the SLWOP policy rules on duration and on return to work are respected and takes into consideration views from CRE if employment during SLWOP is involved. Consults if needed and provides written advice on the SLWOP form for exception to ADG/BOS. Signs the SLWOP form and submits to ADG/BOS.	Director, HRT
9		Off line	Reviews the exceptional request and comments by DAF and advice from Director, HRT and views from CRE, and indicates approval or otherwise to Director-General and signs the SLWOP form. Submits to Director-General.	ADG/BOS (HQ)
10		Off line	Reviews and indicates decision to approve or not the exceptional request on the SLWOP form and memorandum. Signs the SLWOP form and memorandum and returns to Director, HRT.	Director-General

Step	Control (C)	Type	Process	Role / Responsibility
11		Off line	Director, HRT takes note of DG decision and forwards SLWOP form and memorandum to HBP/RHRO for implementation action and informs DAF as appropriate.	Director, HRT
12		Off line	Upon receipt of decision, informs staff member, 1 <sup>st</sup> and 2 <sup>nd</sup> level supervisors, HRLS by email of approval or rejection of SLWOP and decisions on exceptional requests. Provides advice to HRLS as appropriate.	HBP/RHRO
13		GSM	<p><b>Annual leave to be exhausted</b>, prepares staff member's leave requests to bring annual leave to zero or less than one day and other accrued leaves to zero prior to submitting online SLWOP request by taking the following steps using HRLS role:</p> <ul style="list-style-type: none"> <li>i) Checks absence dashboard to ensure no other planned leave has been entered into the system during the foreseen period of SLWOP</li> <li>ii) Contacts staff member to inform of any changes, or cancellations which will be required/submitted.</li> <li>iii) Using effective date search in absence dashboard, identifies the total annual and other accrued leave days (compensatory/discretionary) as at the SLWOP start date and enters the leave requests as confirmed.</li> <li>iv) Once approved reviews the AL balance again and enters any further leave days accrued during that period of leave.</li> <li>v) Once AL balance less than 1 day or zero, enters the SLWOP period.</li> </ul> <p><b>Annual leave not to be exhausted</b> – SLWOP to care for a child, seriously ill family member, pension purposes, military training or service, or exception granted. Go to optional step 14 and mandatory step 15a or b.</p>	HRLS
14		Off line	<p><b>If SLWOP request form approved</b> staff member organizes social security payments.</p> <p><b>If SLWOP exceptional request rejected</b> confirms with HRLS to continue or not to submit the request without exceptional arrangement.</p>	Staff member

Step	Control (C)	Type	Process	Role / Responsibility
15a	(C)	GSM input & ECM upload	<p><b>Initiates on line SLWOP request</b> using HRLS for Division/RO access:</p> <ul style="list-style-type: none"> <li>• Search for the staff member name</li> <li>• In leave summary page - Click on Absence Request</li> <li>• Enter Absence Status - Planned,</li> <li>• Absence Type - <b>Special Leave</b>,</li> <li>• Absence Reason - select appropriate choice from list of “No Pay” options i.e. to care for a child, to care for a seriously ill family member, health reasons, or In the interests of the Organization (for SLWOP for compassionate or family emergency, pension purposes, military training or service, SMA or other SLWOP where annual leave is not exhausted).</li> </ul> <p><i>(If relevant leave option does not appear or annual leave <u>will</u> be exhausted – go back to the Absence Type menu and select ‘Leave without pay’ – go to step 15b)</i></p> <ul style="list-style-type: none"> <li>• Type of Special Leave – select ‘No Pay’,</li> <li>• Enter ‘Yes’ or ‘No’ as per SLWOP form for Pension, SHI and Accident insurance options,</li> <li>• Enter duration - Start and end dates – enter as per approved SLWOP form</li> <li>• Click on Calculate Duration – calendar days counted</li> <li>• Enter staff member contact details and personal email during SLWOP</li> <li>• Click ‘Next’ to move to the summary page</li> <li>• Upload via Managed attachments button, SLWOP form and any exceptional approvals.</li> </ul> <p>Submit request for approvals.</p>	HRLS

Step	Control (C)	Type	Process	Role / Responsibility
15b	(C)	GSM input & ECM upload	<p>After reducing annual leave and other accrued leaves to ZERO or less than 1, and initiates on line <b>Leave without pay (LWOP)</b> request using HRLS for Division/RO access:</p> <ul style="list-style-type: none"> <li>• Search for the staff member name</li> <li>• In the leave summary page Click on Absence Request</li> <li>• Enter Absence Status - Planned,</li> <li>• Absence Type – <b>Leave without pay</b>,</li> <li>• Absence Reason - select appropriate choice from list: <ul style="list-style-type: none"> <li>○ Annual leave exhausted</li> <li>○ In lieu of termination</li> <li>○ Jury Duty</li> <li>○ Military training/service</li> <li>○ Pension purposes</li> <li>○ Personal reasons</li> <li>○ Separation by Mutual agreement</li> <li>○ Sick leave exhaustion.</li> </ul> </li> <li>• Enter 'Yes' or 'No' as per SLWOP form for Pension, SHI and Accident insurance options,</li> <li>• Enter duration - Start and end dates as per approved SLWOP form</li> <li>• Click on Calculate Duration</li> <li>• Enter staff member contact details, telephone address and personal email during SLWOP</li> <li>• Click 'Next' to move to the next page</li> <li>• Upload via Managed attachments button, the SLWOP form and any exceptional approvals.</li> </ul>	HRLS

Step	Control (C)	Type	Process	Role / Responsibility
			Submit request for approvals.	
16		GSM worklist notification & input	<b>Receives</b> worklist notification for approval of SLWOP request. Checks records and SLWOP to note preference is same as on form – takes action with staff member if relevant. <b>Approves</b> , based on the SLWOP approved form.	Pension Specialist
17		GSM worklist notification & input	<b>Receives</b> worklist notification for approval of SLWOP request. Checks records and SLWOP to note preference is same as on form – takes action with staff member if relevant. <b>Approves</b> , based on the SLWOP approved form.	Health Insurance Specialist
18		GSM worklist notification & input	<b>Receives</b> worklist notification for approval of SLWOP request. Checks records and SLWOP to note preference is same as on form for AI and GLI– takes action with staff member if relevant. <b>Approves</b> , based on the SLWOP approved form.	Accident Insurance specialist
19		GSM worklist notification	Assigns the SLWOP request notification to GHR Administrator and creates HRCM for processing with relevant urgency as appropriate.	GHR Technical Support Team
20	<b>(C)</b>	GSM worklist notification	Verifies GSM request against the SLWOP form the following: <ul style="list-style-type: none"> <li>• correct period of absence</li> <li>• period of absence does not exceed 12 months, or exceptional approval attached</li> <li>• correct “reason” for SLWOP or LWOP depending on system options and validations</li> <li>• full contact details of staff member during absence have been completed</li> </ul>	GHR Administrator

Step	Control (C)	Type	Process	Role / Responsibility
			Requests further information from staff member or HRLS if necessary.	
21		Off line	Prepares comprehensive letter to staff member outlining SLWOP conditions and including return to work if relevant, or conditions for SLWOP in connection with separation, clearance process if relevant.	GHR Administrator
22	<b>(C)</b>	Off line	Reviews GSM record and signs letter ensuring that correct version and optional paragraphs included.	Certifying Officer
23		Off line	Sends letter by email to staff member at his/her WHO email address. For Compassionate/family emergency leave – sends to private email address. Sends copy to HRLS.	GHR Administrator
24		Off line	<p>Receives and reviews SLWOP letter and conditions:</p> <ul style="list-style-type: none"> <li>• <b>Accepts</b> conditions and duration as indicated by GHR and returns signed copy of letter and completed Annex on options to GHR focal point indicated on letter as reference immediately or within 7 calendar days;</li> <li>• Copies signed acceptance letter directly to <a href="mailto:pension@who.int">pension@who.int</a>, <a href="mailto:SHI Affiliation@who.int">SHI Affiliation@who.int</a> and <a href="mailto:insurance@who.int">insurance@who.int</a> irrespective of options chosen, and arranges advance payments as instructed by PEN, SHI and INS.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• <b>If not accepting</b>, returns non-acceptance to GHR, with copy to 1<sup>st</sup> level supervisor, MO and HBA/RHRO and to <a href="mailto:pension@who.int">pension@who.int</a>, <a href="mailto:SHI Affiliation@who.int">SHI Affiliation@who.int</a> and <a href="mailto:insurance@who.int">insurance@who.int</a> with request to reject the SLWOP request; and process ends or staff member resigns in accordance with Staff Rule 1010. See HR.SOP.III.110 Separation due to resignation.</li> </ul>	Staff member

Step	Control (C)	Type	Process	Role / Responsibility
25		GSM input	<p><b>Upon receipt of staff member's acceptance, Approves</b> the planned SLWOP in GSM</p> <p><b>Upon receipt of staff member's non-acceptance, Rejects</b> the leave request.</p> <p>Upon GHR approval/rejection, FYI notifications go automatically to:-</p> <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> level supervisor</li> <li>○ Staff member</li> </ul>	GHR Administrator
26		ECM	<b>Uploads PDF</b> of acceptance or non-acceptance to online archiving system.	GHR Administrator
27		GSM Worklist notification	Receives FYI notification of approval of leave request.	Staff Member
28		Off line	Initiates GSC financial clearance process (See HR.SOP.III.140 GSC Financial Clearance process) urgently prior to departure if SLWOP for more than 3 months or staff member will not be returning to duty.	FIN/PAY
29		Off line	<p>Upon receipt of copy of Approved SLWOP letter, initiates local clearance process with staff member as indicated in letter if SWLOP:</p> <ul style="list-style-type: none"> <li>• period &gt; 3 months</li> <li>• position not being maintained</li> <li>• end date of SLWOP coincides with end date of appointment</li> </ul> <p>See HR.SOP.III.139 Local Clearance process</p> <p>Ensures that staff member's name appears on the monthly monitoring list received from Payroll.</p>	HBP/RHRO

Step	Control (C)	Type	Process	Role / Responsibility
			Initiates HR Actions as appropriate.	
30	(C)	GSM input	<p>Upon receipt of notification from HBP or copy of accepted SLWOP from GHR takes appropriate action on last month of salary:</p> <ul style="list-style-type: none"> <li>if salary processed, withhold staff member's salary releases last month of salary upon receipt of local clearance certificate (See FIN.SOP.XII.096 Separation Payment Processing)</li> </ul>	FIN/PAY
31		Off line	<ul style="list-style-type: none"> <li>Completes any outstanding claims;</li> <li>Confirms all leave in GSM up to departure date,</li> <li>Ensures family member details are updated,</li> <li>Updates all addresses in GSM to ensure that personal email address and emergency contact information is available to the Organization,</li> <li>Completes clearance processes prior to departure if SLWOP for more than 3 months (See FIN.SOP.XII.096 Separation Payment Processing).</li> <li>Prepares to return UN or residence documents as applicable.</li> </ul> <p>Departs on leave.</p>	Staff member
32		Off line	Provides monthly excel report to PAY of all staff members globally on SLWOP/LWOP ending in the current month and 2 prior months. (Follows separation tracking process – see HR.SOP.III.138)	GHR Technical support
33		Offline	<b>Where position kept open, SLWOP more than 3 months and staff member expected to resume duty</b> , 1 month before end of SLWOP period staff member emails supervisor confirming return to work start date as per the originally agreed dates.	Staff member

Step	Control (C)	Type	Process	Role / Responsibility
			<p><b>If the staff member has decided not to return to duty</b> after the SLWOP period, 3 months before end of SLWOP period staff member submits letter of resignation to Supervisor in accordance with Staff Rule 1010 if decision taken not to resume duty. See HR. SOP.III.110 Separation due to resignation. Completes clearance processes if not done prior to SLWOP. See HR. SOP.III.110 Separation due to resignation. Go to next step.</p> <p><b>Where position was not kept open</b>, no communication required if SLWOP in connection with separation or position not maintained. Go to step 30.</p>	
34		Off line	<b>Upon return to duty</b> , staff member informs HRLS of resumption of duties.	Staff member
35	(C)	GSM input	<p>Monitors end dates monthly of SLWOP/LWOP. Based on information from staff member or own follow-up confirms SLWOP/LWOP dates in GSM.</p> <p><b>If staff member who is expected to return to duty has not done so or not advised</b> contacts staff member for update, notifies HBP/RHRO of situation so that appropriate action can be taken to separate or otherwise. <i>Note that monthly payroll recommences automatically when the S/LWOP request is confirmed in GSM.</i></p>	HRLS
36		GSM worklist notification	<p>Receives notification of <b>request for confirmation of leave</b>. Assigns the SLWOP request notification to GHR Administrator and creates HRCM for urgent processing if appropriate</p>	Technical Support Team
37	(C)	GSM input	<p>Verifies:</p> <ul style="list-style-type: none"> <li>• dates of absence correspond to initial request or amended request and <b>Approves</b></li> <li>• if dates are amended with no prior approval, contacts HRLS asking for further information.</li> </ul>	GHR Administrator

Step	Control (C)	Type	Process	Role / Responsibility
			Base date is automatically adjusted for fixed term staff by the number of SLWOP days 30 days or less.  <b>Approval</b> triggers the Payroll start for salary from date of return to duty.	
38		Worklist notification	Receives FYI notification of approval, absence records and dashboard updated.	Staff member
39		Worklist notification	Receives FYI notification of approval of confirmed leave.	Supervisor
40		GSM	Monthly payroll recommences automatically when the S/LWOP request is confirmed in GSM.	GSM

## 2. KEY RISKS & COMPENSATING CONTROLS

Risks	Compensating Controls	Process Step
Staff depart on SLWOP with supervisor approval only and without proper advice.	<ul style="list-style-type: none"> <li>- HR plays a greater role in process by providing advice, initiating the leave request on behalf of staff members, and an improved approval process.</li> <li>- HR also plays an advisory role to ensure cases can be dealt with faster avoiding retroactive entry of SLWOP.</li> <li>- Notification to payroll on the salary withholding will minimize the risk of overpayment /non recovery.</li> </ul>	2a, 2b, 15a and 15b

SLWOP duration not correctly entered may impact overpayment or underpayment of salary.	HR Leave specialist calculates and enters the SLWOP/LWOP on behalf of the staff member reducing the error risk. GHR verify before approving and sending SLWOP conditions letter.	20, 22
Overpayment resulting in retroactive recovery if special leave without pay not requested sufficiently in advance to allow payroll to be withheld.	HR and GHR at different stages of the process can request PAY to hold salary payment if staff member departing and approval process not complete. Policy amended to require notice period 1 or 2 months depending on SLWOP duration.	30
Staff member does not return to duty on agreed date.	Separation monthly monitoring and tracking process established to ensure monthly checks for staff expected to return from SLWOP.	35 and 39
SLWOP conditions not correct resulting in delays in leave approval.	GHR certifying officer checks SLWOP letter ( <i>with the exception of UNAIDS letters</i> ).	20