

HR.SOP.III.055
**Special leave with full pay on
reassignment between high
risk duty stations**
HRT/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 Version	Date of revision	Author (s) / Dept / Unit	Approver	Indicate which section changed compared to previous version
1	21.05.2020	S.E Amaudruz, HRT/HPJ	S.E. Amaudruz HRD/HPJ	Not Applicable
	22.05.2020	New SOP for your review from GHR view and approval	GHR Coordinator	Comments provided and HPJ incorporated suggestions into the introductory text to distinguish that 5 days SLWFP also applies and is a separate leave request and entitlement. Step GHR will review TR on reassignment to ensure deviation to take full 30
	22.05.2020	Please review from your RO perspective	E. Rwamatwara AFRO/ G. McDonnell EMRO	No comments received. 2 Follow/ups sent.
	12.06.2020	HPJ incorporated GHRs comments and suggestions. SOP ready for publication.	S.E. Amaudruz HRD/HPJ	Visio to be added.

1. INTRODUCTION

1.1. Overview/Description

This standard operating procedure explains the process to request Special leave with full pay (SLWFP) through the online leave system. A special leave request is initiated by the HR Leave Specialist (Regional Office) (see eManual III.6.26).

Internationally recruited professional staff members holding fixed-term or continuing appointments in active service at a high risk duty station (E and Non Family) are entitled to maximum 30 calendar days of special leave with full pay on reassignment provided staff member is being reassigned to another high risk duty station (E and non-family). The SLWFP is taken prior to the date of reassignment to the next duty station. This is negotiated between staff member and releasing and receiving supervisors when setting the reassignment date at the new duty station. This entitlement is separate and in addition to the SLWFP on reassignment between duty stations.

Temporary staff members appointed under Staff Rule 420.4 are not entitled to special leave upon appointment to another duty station.

1.2. General Guidance / Business Rules

Global HR informs the staff member of the reassignment date and authorize the SLWFP in the reassignment letter. Reassignment transaction should be initiated well in advance to ensure the staff member will be able to plan for this 30 Days leave. The staff member then must:

- i. Prior to departure on special leave with full pay, ensure that SLWFP has been entered into GSM SSHR online leave system on their behalf by the Regional HR Leave Specialist (HRLS).
- ii. Approval workflow is to the supervisor at the duty station followed by Global HR (GHR).
- iii. Upon reporting for duty in the new duty station staff member requests the HRLS to confirm the SLWFP leave or GHR confirms when the reassignment and reporting to duty forms are received.

Due to the nature and intent of special leave on reassignment between high risk duty stations, the 30 calendar days of leave must be taken:

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- i. in one full and continuous period prior to commencing the new assignment to ensure rest before the next assignment;
- ii. in a location other than the current or future duty station to ensure rest and wellbeing in a safe environment; and
- iii. shall commence on the date the releasing manager agrees to the staff member’s departure, which would not normally be more than 3 to 6 months from the notification of selection for new assignment.
- iv. This leave request must be submitted prior to the staff member’s arrival in the new duty station.
- v. WHO liability for this travel between reassignments will not be increased if another statutory travel entitlement is not due.

This SLWFP between high risk duty stations (30 days) may be combined with special leave on reassignment (5 working days taken partially or in full prior to departing and/or upon reassignment). Separate requests are required for SLWFP on reassignment (5 days which the staff member initiates). The SLWFP between hardship duty stations is initiated by the HR Leave Specialist at the releasing duty station. Refer to WHO eManual III.6.26.

1.3. Reference Material

1.3.1. Staff Rules

- Staff Rule 650 Special leave
- Staff Rule 670 Approval, reporting and recording of leave

1.3.2. WHO eManual

- III.6.26 Special leave with full pay on reassignment

1.3.3. Related SOPs/Job Guides

- How to Guide – Request Special leave on reassignment (normal entitlement) – III.6.26 Related content.

1.4. Other – Acronyms

- CO – Country office
- HQ – Headquarters
- HRLS - Human Resources Leave Specialist
- GHR – Global HR
- RHRO – Regional HR Officer
- RO – Regional Office
- SLWFP – Special leave with full pay
- GSM – Global management System

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2. PROCESS FLOW

3. PROCESS STEPS

Step	Control (C)	Type	Process	Role / Responsibility
1	C	Offline	<p>Pre-requisites:</p> <p>i) Staff member receives confirmation from Global HR of their Reassignment from one high risk duty station to another high-risk duty station. The SLWFP is authorized in the reassignment letter.</p> <p>Staff member and RHRO managing the reassignment negotiate with current and future supervisor to determine the start date of the SLWFP and reporting date at the new high-risk duty station. Staff member/RHRO sends email to HRLS to request SLWFP planned leave request to be initiated.</p>	<p>GHR Administrator</p> <p>Staff member/RHRO</p>
2	C	GSM input	<p>After ensuring dates have been approved between releasing and receiving supervisors. Initiates planned SLWFP through GSM → HR Leave Specialist XX → Initiate leave request/View staff absence dashboard;</p> <p>On the 'Advance search page':</p> <ul style="list-style-type: none"> • Enter staff member's 'Last Name'/'First Name'/ Assignment Number' and click 'Go' • Select staff member's name from list and click on icon under 'Action' column. <p>On the leave request page, complete the fields:</p> <ul style="list-style-type: none"> • In Absence status select Planned; • In the Absence Type list, select Special Leave with Full Pay • Absence reason select No Reason • Special Leave Type select Other Reason • Duration enter Start and End dates of leave for 30 calendar days 	HRLS RO

			<ul style="list-style-type: none"> • Click Calculate Duration - 30 days must show • Enter Contact Name and Number of staff member during the period of special leave • Enter Destination City/Country • Click Next • Review Absence Details page • Optional – Add comments for approver if relevant/ as needed in the Comments to Approver box • Click Managed Attachment, upload to ECM the counter signed reassignment letter • In Remarks section, indicate that this request is for <i>“SLWFP on reassignment between high risk duty stations”</i> • • Click Submit to request for approval. 	
		GSM Notification	<p>Receives FYI notification of the staff member’s request:</p> <ul style="list-style-type: none"> • Views the information/dates/duration • Click Managed Attachment button to view the reassignment letter • Clicks Approve. 	Supervisor (releasing)
4		GSM	<p>Receives worklist notification for approval of planned SLWFP</p> <ul style="list-style-type: none"> • Dispatches to relevant GHR Administrator 	GHR Dispatcher
5	C	Offline	<p>Reviews leave request and ensures:</p> <ul style="list-style-type: none"> • Eligibility of staff member to take SLWFP by viewing reassignment letter in Managed Attachment • Leave dates are for 30 days entitlement • Leave will be completed prior to agreed reporting for duty date • Reassignment travel authorization or lump sum request includes deviation for 30 days. 	GHR Administrator

6		GSM approval	<p>Approves the request if it is in accordance with the SLWFP entitlement for staff member going from one high risk duty station to another, OR</p> <p>Requests further information or missing supporting documents, OR</p> <p>Rejects the request and explains the reasons</p>	GHR Administrator
7		GSM notification	<p>Receives worklist notification that the SLWFP has been approved, rejected or further information requested.</p> <p>Takes appropriate action</p> <p>If approved, Absence Dashboard is automatically updated with planned absence.</p>	Staff member/HRLS RO
8		Offline	<p>Upon arrival of the staff member at the new duty station and during the report to duty, HR focal point informs the HRLS or RHRO by email that the staff member has reported to duty and requests to submit confirmation of 30 calendar days of SLWFP.</p>	Staff member or CO Focal point/Admin Officer
9	C	GSM input	<p>Upon receipt of email or if staff reports for duty in RO, initiates confirmation of SLWFP through GSM → HRLS RO → Initiate leave request/View staff absence dashboard;</p> <p>On the 'Advance search page':</p> <ul style="list-style-type: none"> • Enter staff member's 'Last Name'/'First Name'/' Assignment Number' and click 'Go' • Select staff member's name from list and click on icon under 'Action' column. <p>On the leave request page, complete the fields:</p> <ul style="list-style-type: none"> • In Absence status select the SLWFP planned entry; • Click Confirm; • The SLWFP absence start and end dates should match the planned leave dates; • Duration should be - 30 calendar days – if not seek clarification from staff member and inform HRO – case may be referred to HRT/HPJ Global Leave Specialist. Any excess leave over 30 calendar days would be charged to other leave types, AL, etc. • In Comments section, indicate confirming <i>"SLWFP on reassignment between high risk duty stations"</i> 	HRLS RO

			<ul style="list-style-type: none"> • Click Next • Review Absence Details page • Optional – Add comments for approver if relevant/ as needed in the Comments to Approver box • Click Managed Attachment, to view ECM reassignment letter, if required <p>Click Submit to request for approval.</p>	
10		GSM Notification	<p>Receives FYI notification of the staff member’s request:</p> <ul style="list-style-type: none"> • Views the information/dates/duration • Click Managed Attachment button to view the reassignment letter <p>Clicks Approve.</p>	Supervisor (<i>receiving</i>)
11		GSM	<p>Receives worklist notification and assigns request for confirmation of SLWFP to GHR Administrator for approval.</p>	GHR Dispatcher
12	C	GSM approval	<p>Reviews leave request ensuring 30 calendar days taken. Approves/Requests information/Rejects the request.</p>	GHR Administrator
13		GSM Notification	<p>Receives worklist notification that the SLWFP has been confirmed, rejected or further information requested.</p>	Staff member/HRLS

4. KEY RISKS & COMPENSATING CONTROLS

Risks	Compensating Controls	Process Step
Staff members incorrectly request SLWFP	GHR include the entitlement in the reassignment letter. Only the HR Leave Specialist can initiate SLWFP requests	Prerequisite 1 Step 2
Duration is not 30 days as per policy	HR LS & GHR control at approval planned and confirmed stages	Steps 5, 9 & 12
Authorization for leave not included	ECM validation triggers if managed attachment not uploaded and GHR required to verify attachment in approval process.	Step 5
Leave not entered or not confirmed	Checks during the process, end of year reminders on confirming leave and the automated leave verification process	Steps 5, 9 & 12 and Leave Verification process