

R&R & SLWFP in lieu of missed R&R– Request form for completion by staff member

1. Staff member submits this form via email to supervisor for agreement. Read carefully “How to calculate SLWFP in lieu of R&R” on page 2 before completing this form. Refer to Temporary Process workflows before submitting any leave requests.
2. Supervisor if in agreement with absence dates and declarations by SM approves and returns form to staff.
3. On receipt of approved form, SM follows **Workflow I** - SLWFP and R&R with travel or **Workflow III** for SLWFP and R&R without travel.
4. Upon return to duty station, SM follows **Workflow II** with travel or **Workflow III** without travel confirmation process as appropriate.

I am submitting this request for R&R and SLWFP for missed R&Rs due to COVID-19 travel restrictions.

Staff Number: **Staff Name:**

Duty station:

R&R frequency: weeks (4, 6, 8, 12)

R&R due date showing in Absence Dashboard:

1. **I declare** the last time I returned from travel outside the country of my duty station was on:
.....; and, since that date I have not been able to exercise R&R due to COVID-19 travel restrictions.

2. **I estimate** I have lost the following R&R due dates (*see page 2–How to calculate R&R deferral for SLWOP*):

- i) ii)
- iii) iv)

3. **I plan to take the following periods of leave** (*see page 2-Important points*):

- i) **R&R leave request** from to (as per R&R normal entitlement duration 7 calendar days); and
- ii) **SLWFP in lieu of R&R** following my R&R leave in i) above as follows:
 - a. **Part of my accrued SLWFP** (5, 10 or 15 work day periods as accrued) from (first day after R&R) from to
 - or
 - b. **All of my accrued SLWFP** from (1st day after R&R) from to

4. **I declare I will be travelling to** (indicate city/country) for my R&R/SLWFP:

- Actual R&R designated location:
- Another location:

OR

5. **I declare I will be remaining at my current duty station** during my R&R and SLWFP in lieu of R&R

Staff member signature: **Date:**

Supervisor name/signature: **Date:**.....

Upon receipt of this form approved by supervisor, the staff member proceeds with R&R leave request. When approved submits SLWFP in lieu of R&R leave request. See COVID-19 R&R Workflows I, II and III and Administrator Message: R&R and SLWFP in lieu of R&R.

Staff information – How to calculate R&R deferral for SWLFP in lieu of R&R entitlement

Example: 4 weeks* R&R cycle duty station.

*For other durations of R&R cycles please use the same logic with different count.

Staff return date at DS at the time of last R&R 4 weeks cycle	Staff next R&R Eligibility Due Date <i>(R&R that cannot be performed by the staff because of COVID-19 situation)</i>	Staff would become eligible to 5 days SLWFP + 28 days from prior R&R Eligibility Due Date	Staff would become eligible to 10 days SLWFP + 56 days from prior 1 st R&R Eligibility Due Date	Staff would become eligible to 15 days SLWFP + 84 days from prior 1 st R&R Eligibility Due Date
31/05/20	1 st entitlement due 28/06/20 = + 28 days from last return date at DS)	2 nd entitlement due 25/07/20 = + 28 days from prior R&R Eligibility Due Date	3 rd entitlement due 22/08/20 = + 56 days from prior 1 st R&R Eligibility Due Date	4 th entitlement due 19/09/20 = + 84 days from prior 1 st R&R Eligibility Due Date
Make leave requests as follows depending on SLWFP entitlements	Submit R&R leave request as per standard process for the first period of 7 days	Submit one SLWFP in lieu of R&R request for 5, 10 or 15 working days as accrued.	SLWFP in lieu of R&R	SLWFP in lieu of R&R

IMPORTANT POINTS TO NOTE BEFORE COMPLETING THE REQUEST FORM

1. Staff members please take into consideration when planning your leave requests that, the first leave period is always R&R leave request for:
 - a. 7 calendar days including travel time) if you are travelling; or
 - b. 5 calendar days if you are not travelling.
2. To extend the R&R leave duration at least one SLWFP in lieu of R&R for **5 working days minimum** must be submitted.
3. If you wish to use more or all your accrued SLWFP entitlements with one R&R leave, and provided work exigencies permit, the SLWFP request may be for multiple periods of 5 working days, i.e. 10 or 15 working days maximum based on your accrual.
4. The SLWFP start date is the day after R&R return travel day.
5. The SLWFP end date is the day prior to the staff member resuming duty or starting another leave type.