

Administrator message to All WHO staff members, ICC and UNAIDS

Subject: Important information for staff members eligible for Rest and Recuperation - Special leave with pay *in lieu* of R&R – Temporary process

Date: 1 October 2020

- 1) This message is further to the [WHO Administrative Guidelines on COVID-19 of 7 May 2020](#) and the [Guidance from the HR Network Field Group for duty stations in COVID-19 affected countries entitled to Rest and Recuperation](#).
- 2) The Field Group recommended that eligible staff members who have deferred one or more Rest and Recuperation (R&R) travels be provided with the option to undertake one R&R in conjunction with a five-day period of Special leave with full pay (SLWFP) per entitlement not taken due to the COVID-19 travel restrictions.
- 3) Staff members should understand that these options are temporary and limited to responding to the COVID-19 travel restrictions in the country and location of their duty station. Where travel becomes possible, R&R should be taken when due.
- 4) The following measures to allow eligible staff members to request SLWFP *in lieu* of R&R are applicable:
 - i. GSM has been enhanced to enable staff members to request SLWFP *in lieu* of R&R entitlements as per Scenario 1-Option 1(a), II and III in the HR Network Field Group guidance;
 - ii. SLWFP *in lieu* of R&R may be taken in periods of 5, 10 or 15 working days maximum depending on the number of R&Rs missed, work exigencies and travel restrictions; and
 - iii. SLWFP *in lieu* of R&R may be combined with other accrued leave types which should be requested separately referring under comments if the leave is combined with R&R and SLWFP.
- 5) Staff who have accrued R&R entitlements have the following choices depending on the travel restrictions in effect for entering and exiting the country, and internal movement within the country:
 - a) When travel is possible to the designated R&R location or the recommended alternate location¹ or elsewhere if approved by HWCO – to request R&R and SLWFP *in lieu* of R&R for a period of 5, 10 or 15 working days².

¹ Before travelling staff must take into account quarantine at the R&R location or alternate location as recommended by the HWCO or UN Country Team (UNCT) focal point.

² Staff members travelling on R&R who due to unforeseen circumstances are required to complete mandatory government quarantine on return to duty station may request reimbursement of actual costs of paid accommodation and meals up to 80% of per diem at the quarantine location. See Administrator message to all staff on COVID-19 - Reimbursement of mandatory government quarantine and test costs on the COVID-19 Staff Info site.

- b) If travel is not possible outside the country, the staff member may request SLWFP *in lieu* of R&R for periods of 5, 10 or 15 days maximum to be taken at the duty station, the capital city or a major city in the country. No R&R lump sum would be paid. Actual travel costs to a major city, if incurred will be reimbursed.
- c) Exceptionally, where the HWCO establishes a rotation system under Option 1(b) of the HR Network Field Group Guidance, a staff member may be authorized to take an extended stay in their recognized place of residence combining R&R, SLWFP *in lieu* of R&R and teleworking. When this option is approved an economy air ticket will be provided under a duty travel request using the R&R Statutory Travel PTAE0 for the region.

Temporary process to request R&R and SLWFP in lieu of R&R

- 6) Please follow carefully the instructions to request - **R&R leave and SLWFP *in lieu* of R&R** – see the [Request form](#) and [Temporary process for R&R and SLWFP](#) document. These documents are also available in the WHO eManual [III.6.22 Rest and recuperation framework](#).
- 7) The R&R framework and new R&R leave process as detailed in [Information Note 09/2020](#) remains unchanged.
- 8) Queries related to these entitlements or process should be sent by email to Global HR Operations (GHR-HRT): Mr Balachandar KRISHNASAMY at krishnasamyb@who.int or Mrs Rosilah ABDUL LATIP at abdullatipr@who.int.