

GENERAL
ST/SGB/Staff Rules/1/Amend.6
1 March 1959

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: STAFF RULES — Transmittal Letter No. 5

Staff Rule 105.1 has been amended to change the date upon which annual leave credits are brought down to the 60-day maximum prescribed in the staff rules.

The amended rule provides that 1 September rather than 1 March of each year will be the cut-off date unless different dates are prescribed for duty stations away from Headquarters.

The amended rule also incorporates the special arrangement (announced in ST/SGB/114, 13 November 1958) under which staff are protected from loss of annual leave while they are on mission service.

Pages 29 and 30 reflecting these changes are transmitted herewith.



Dag HAMMARSKJÖLD
Secretary-General

CHAPTER V

Annual and Special Leave

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

Rule 105.1 Annual Leave

(a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of paragraph (f) below, and of Rule 105.2 (c) and provided that no leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under Rule 106.4.

(b) Annual leave may be taken in units of days and half-days. All arrangements as to leave shall be subject to the exigencies of the service which may require that leave be taken by a staff member during a period designated by the Secretary-General. Leave may be taken only when authorized but the personal circumstances and preferences of the individual staff member shall as far as possible be considered.

(c) Annual leave may be accumulated provided that not more than twelve weeks of such leave shall be carried forward beyond 1 September of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General) of at least nine continuous months, any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.

(d) Any absence from duty not specifically covered by other provisions in these rules shall be charged to the staff member's accrued annual leave, if any; if he has no accrued annual leave, it shall be considered as unauthorized and pay and allowances shall cease for the period of such absence.

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission, and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Regulation 5.2: Special leave may be authorised by the Secretary-General in exceptional cases.

Rule 105.2 Special Leave

(a) Special leave, with full or partial pay or without pay, may be granted for advanced study or research in the interest of the United Nations, in cases of extended illness, or for other important reasons for such period as the Secretary-General may prescribe.

(b) A staff member, other than one recruited specifically for a mission, who has completed one year of satisfactory probationary service or who has a Permanent or Regular Appointment and who is called upon to serve in the armed forces of the State of which he is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service in accordance with terms and conditions set forth in Appendix C.

(c) Staff members shall not accrue service credits toward sick, annual, home and maternity leave, salary increment, termination indemnity and repatriation grant during full months of special leave with partial or without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

Home Leave

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. A staff member whose home country is the country of his official duty station or who continues to reside in his home country while performing his official duties shall not be eligible for home leave.

Rule 105.3 Home Leave

(a) Staff members, other than those considered as local recruits under Rule 104.6 or excluded from home leave under Rule 104.7, who are serving outside their home country and who are otherwise eligible shall be entitled once in every two years of qualifying service to visit their home country at United Nations expense for the purpose of spending in that country a substantial period of annual leave. Leave taken for this purpose and under the terms and conditions set forth in this rule shall hereinafter be referred to as home leave.

(b) A staff member shall be eligible for home leave provided the following conditions are fulfilled:

(i) while performing his official duties he continues to reside in a country other than that of which he is a national or, in the case of a staff member who is a native of a non-metropolitan territory of the country of his duty station and who maintained his normal residence in such non-metropolitan territory prior to appointment, he continues to reside, while performing his official duties, outside such territory;

(ii) his service is expected by the Secretary-General to continue at least six months beyond the date of his return from any proposed home leave, on the understanding that in the case of the first home leave his service is also expected to continue at least six months beyond the second anniversary of his date of appointment and that in every other case his service is also expected to continue at least six months beyond the second anniversary of the date of departure on his previous home leave.

(c) Staff members whose eligibility under (b) above is established at the time of their appointment shall begin to accrue service credit toward home leave from that date. Staff members who, subsequent to appointment, acquire home leave entitlement as a result of change of duty station, promotion or reassignment shall begin to accrue such service credit from the effective date thereof.

(d) The country of home leave shall be the country of the staff member's nationality, subject to the following terms, conditions and exceptions:

(i) The place of home leave of the staff member within his home country shall be, for purposes of travel and transportation entitlements, the place with which the staff member had the closest residential ties during the period of his most recent residence in his home country preceding appointment;

(ii) a staff member who has served with another public international organization immediately preceding his appointment shall have the place of his home leave determined as though his entire previous service with the other international organization had been with the United Nations;

(iii) The Secretary-General, in exceptional and compelling circumstances, may authorize as the home country, for the purposes of this rule, a country other than the country of nationality. A staff member requesting such authorization will be required to satisfy the Secretary-General that he maintained his normal residence in such other country for a prolonged period preceding his appointment, that he continues to have close family or personal ties in that country and that his taking home leave there would not be inconsistent with the purposes and intent of Staff Regulation 5.3.

(e) Except in the case of staff members serving on probationary appointments, and subject to the provisions in Appendix B, the first home leave for an eligible staff member shall fall due in the second calendar year after the one in which he

