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INDEX UNIT

MASTER

To: Members of the Staff of the United Nations

Subject: STAFF RULES

1 1951

The text of Staff Rule 80 establishing the terms and conditions governing home leave is attached hereto.

This rule shall come into effect on 26 February 1951 and shall supersede any rule on the subject in force before that date and contrary to this new text.

TRYGVE LIE
Secretary-General

Rule 80

Home Leave

(a) Once in every two years of continuous service, staff members shall be entitled to home leave, under the terms and conditions contained in this rule. The primary purpose of home leave is to allow staff members who are serving outside the country of their nationality periodically to spend a substantial period of leave in that country.

(b) Entitlement to home leave and the place of home leave shall be determined as follows:

- (i) A staff member shall be entitled to home leave in the country of which he is a national if he either resided there or served in the armed forces or as an official of his government at any time within the 10 year period immediately preceding his appointment.
- (ii) A staff member not entitled under (i) above shall be entitled to home leave in a country other than that of which he is a national provided that he resided there for at least 5 consecutive years immediately preceding his appointment.
- (iii) A staff member who had 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; residence at an official duty station with another public international organization shall not be counted toward the residence requirement under (ii) above.
- (iv) The Secretary-General, in exceptional and compelling circumstances may authorize home leave to a place other than specified in paragraphs (i) and (ii).

(c) Notwithstanding the other provisions of this rule, home leave shall not be granted to:

- (i) A staff member whose official duty station is in the country of which he is a national or to a staff member who continues to reside in the country of which he is a national while performing his official duties, except where the staff member is a native of a non-metropolitan territory, and has his normal place of residence in such territory, or

- (ii) A staff member whose service is not expected to continue at least six months beyond any one of the following dates:
- (1) the second anniversary of his date of appointment, or
 - (2) the second anniversary of his departure on the previous home leave, or
 - (3) the estimated date of return from a proposed home leave.
- (iii) Manual workers, personnel regarded as local recruits under rule 52, personnel specifically engaged for conferences and other short-term service, personnel engaged as consultants, personnel serving in categories B, C and D with missions or personnel engaged as technical assistance experts or engaged on special service contracts.
- (d) The first home leave of an eligible staff member shall fall due in the second calendar year after the calendar year in which he is appointed. Thereafter it may be granted at any time during the calendar year in which it falls due. Under special conditions the staff member may have his home leave advanced or delayed provided that no home leave shall be authorized unless the staff member has completed at least 12 months of service following appointment or return from his previous home leave.
- (e) Home leave shall include actual travelling time to and from the staff member's home, by a route and type of transport approved by the United Nations, provided that the maximum travel time allowable shall be thirty calendar days for a round trip journey. Any travelling time in excess of the maximum allowable or of that required for the approved route and type of transport shall be charged to accrued annual leave or other leave, as appropriate.
- (f) Subject to the rules on Chapter 7, and the 30-day limitation specified in (e), the United Nations shall pay the travel expenses of the staff member, his wife and dependent children for purposes of home leave. Travel of the dependents shall be in conjunction with the approved home leave of the staff member, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his dependents from travelling together on home leave.
- (g) If both husband and wife are staff members eligible for home leave, the wife shall have the choice of taking her own home leave or accompanying her husband on his home leave, but not both. If the wife accompanies her husband, she shall be entitled to the allowances and accommodations provided for wives under the rules of Chapter 7, but shall be allowed travelling time not to exceed that which would have been authorized had she taken her own home leave.

(h) A staff member travelling on home leave shall be required to spend a substantial period of leave in the country to which his home leave is authorized. In no case shall the time so spent be less than two weeks. Evidence that this provision has been met may be required.

(i) Normally, any staff member who resigns within one year following the date of his return from his home leave shall not be entitled to payment of return travel expenses under rule 113.

(j) A staff member may be required to take his home leave in connection with official travel, including change of official duty station, due regard being paid to the interests of the staff member and his family.

(k) A staff member who does not take home leave to which he is entitled shall not receive payment, in lieu of travel expenses, nor be credited with additional annual leave in lieu of travel time.

(l) Home leave shall be granted to personnel serving in category A with missions and to personnel of the Field Service only if such personnel are eligible for home leave at their official duty station.
