



ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General
for Personnel Services

Subject: FAMILY VISIT TRAVEL

1. This administrative instruction is a revision of the previous instruction on family visit travel contained in ST/AI/215 of 28 July 1972. Its main purpose is to revise the conditions governing the entitlement to such family visit travel in respect of staff members serving at duty stations designated by the International Civil Service Commission as having very difficult or difficult conditions of life and work. These changes are consequential to the increase in the periodicity of the home leave travel entitlement in respect of staff members serving at such duty stations, as provided in administrative instruction ST/AI/280 of 27 May 1981.

2. Subject to the provisions of paragraph 3 below, family visit travel may be authorized in respect of:

(a) Staff members who are internationally recruited under staff rule 104.7 and who are serving outside their home country;

(b) Staff members who are assigned to serve with a United Nations mission away from their official duty station at which they are considered to be locally recruited under staff rule 104.6.

3. The United Nations shall pay the expenses for family visit subject to the following conditions:

(a) Except as provided in paragraphs (b) and (c) below, the staff member has completed not less than one year of service at the duty station or with the mission after the initial appointment or assignment, or not less than nine months since departure on the last home leave journey;

(b) In the case of staff members serving at duty stations listed in annex I to ST/AI/280 as having a 12-month cycle of home leave, the staff member has completed not less than six months of service at the duty station or with the mission after the initial appointment or assignment, or not less than 12 months since departure on the previous family visit travel;

(c) In the case of staff members serving at duty stations listed in annex I to ST/AI/280 as having an 18-month cycle of home leave, the staff member has completed not less than nine months of service at the duty station after the initial appointment or assignment, or not less than 18 months since departure on the previous family visit travel;

(d) The staff member's service with the Organization is expected to continue at least six months beyond the date of return from the family visit travel;

(e) During the preceding 12 months none of the staff member's eligible dependants has been present with him or her at the duty station or in the mission area after their travel there at United Nation expense other than on education grant travel.

4. Family visit travel shall not be authorized in the calendar year in which home leave falls due. However, in the case of staff members serving at duty stations listed in annex I to administrative instruction ST/AI/280, such travel may be authorized in the calendar year in which home leave falls due, provided that a minimum interval of three months has elapsed since the date of return from the last regular or additional home leave travel.

5. Staff members authorized to travel on family visit shall be entitled to claim travel time and travel expenses for a round trip between the duty station and the place from which they were recruited or the place of their home leave or, if they are assigned to a mission, between the mission area and their official duty station. The Secretary-General may approved the travel of a staff member to visit an eligible dependant residing in any other place, provided that the travel costs payable by the United Nations do not exceed the maximum amounts payable for travel to and from the normal place of entitlement.

6. Staff members travelling on family visit shall be required to spend with their dependants a substantial period of leave, which shall not be less than two weeks. The Secretary-General may request a staff member, on his or her return from family visit to furnish satisfactory evidence that this requirement has been met.

7. The Secretary-General may, at the request of a staff member, authorize the travel of the staff member's eligible spouse, as defined in rule 107.5, to visit the staff member, as an alternative to the exercise of the staff member's entitlement to family visit travel. In that event, the provisions of this instruction shall generally be applicable to the travel of the spouse.

8. A staff member may be required to undertake family visit travel in conjunction with travel on official business or change of duty station, due regard being paid to the interests of the staff member and his or her family.

9. This instruction cancels and supersedes administrative instruction ST/AI/215 effective 1 January 1981. Appropriate amendments to staff rules 107.1 and 207.12 will be issued in due course.
