



24 November 2006

Administrative instruction

Home leave: change of place of home leave and change of country of home leave

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/367, entitled "Home leave — change of place of home leave and change of country of home leave".

2. Paragraphs 8 to 11 on change of country of home leave pursuant to staff rule 105.3 (d) (iii) are replaced by the following text:

8. Under staff rule 105.3 (d) (iii) (b), travel to a country other than the country of home leave may be authorized for any home leave year provided the staff member has close family or personal ties in the other country. In such a case, the amount of travel expenses payable by the United Nations shall not exceed the cost of travel to the place of home leave. If the cost of the staff member's travel is more economical than for travel to the place of home leave, the amount payable by the United Nations shall be limited to the actual travel expenses incurred, provided these do not exceed the approved standard of accommodation.

9. Travel in any home leave year by staff members, including those staff members serving at designated duty stations where there is an entitlement to home leave every 12 months, may be authorized upon request to a country other than the home leave country, in accordance with section 6.6 of ST/AI/2000/6/Amend.1.

10. Travel to a country other than the country of home leave may also be authorized where, because of war, civil strife or the political situation in the home country, the staff member is unable to travel to the home country. In such cases, the staff member may be authorized to travel to a neighbouring country with social and cultural affinities to the home country. This authorization is normally on a one-time basis. If the situation persists, the home leave travel of the staff member may continue to be authorized to such other country.

3. The present instruction shall enter into force on 1 January 2007.

(Signed) Christopher B. **Burnham**
Under-Secretary-General for Management

