



28 December 2011

Administrative instruction

Rest and recuperation

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing General Assembly resolution 66/235, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2011/7 entitled "Rest and recuperation".

Section 1.3 is replaced with the following text:

"1.3 The authorized time off for rest and recuperation shall consist of five consecutive calendar days of authorized absence not charged to annual leave, plus actual travel time in each direction to and from the rest and recuperation destination. To ensure that the purpose set out in section 1.1 above is achieved, rest and recuperation shall be granted once the conditions set out in section 3 below have been met, in order to give staff members and other eligible individuals time off at regular intervals for rest and recuperation away from the duty station approved for rest and recuperation purposes."

Section 3.9 is replaced with the following text:

"3.9 Rest and recuperation is granted for five consecutive calendar days not charged to annual leave, in addition to the actual travel time to the designated rest and recuperation destination."

2. The annex of ST/AI/2011/7 is replaced with the annex to the present instruction.
3. The present instruction shall enter into force on 1 January 2012.

(Signed) Angela **Kane**
Under-Secretary-General for Management

* Reissued for technical reasons on 22 February 2012.



Annex

Rest and recuperation framework

<i>Frequency</i>	<i>Conditions</i>
4 weeks	<p>Extreme emergency situations</p> <ul style="list-style-type: none"> • Where danger pay is authorized by the Chair of the International Civil Service Commission
6 weeks	<p>Exceptional and temporary situations in non-family/restricted duty stations</p> <ul style="list-style-type: none"> • Active conflict • Natural disaster or other similar extreme conditions
8 weeks	<p>Non-family/restricted duty stations</p> <ul style="list-style-type: none"> • All duty stations declared by the Department of Safety and Security as restricted for all eligible dependants for security reasons • All duty stations designated as non-family by the Chair of the International Civil Service Commission
12 weeks	<p>Duty stations with high levels of hardship</p> <ul style="list-style-type: none"> • Non-capital duty stations with a hardship classification of D or E • Exceptional cases of category E capital cities