**Family Visit**

# Purpose

1. Family visit travel provides periodic family visits for eligible staff residing alone at their duty station.

# Eligibility

1. Internationally recruited staff members governed under the UN Staff Regulations and Staff Rules are eligible for family visit travel provided they meet the conditions below.

1. Family visit travel may be taken under the following conditions:

* 1. None of the staff member’s eligible dependents has been present with him/her at the duty station, or in the area of assignment, after travel at the expense of UNDP, other than on education grant travel for the preceding:
		1. 12 months if assigned to a duty station with a 24-month home leave cycle; or
		2. six months if assigned to a duty station with a 12-month home leave cycle

* 1. The staff member has completed at least:
		1. six months service in a duty station with a 12-month home leave cycle; or
		2. 12 months since departure on the previous family visit travel;

* 1. Since departure on the last home leave, the staff member has completed at least:
		1. six months of service at the duty station if assigned to a duty station with a 24-month home leave cycle; or
		2. three months if assigned to a duty station with a 12-month home leave cycle;

* 1. Since departure on the last family visit, the staff member has completed at least:
		1. 24 months of service at the duty station if assigned to a duty station with a 24-month home leave cycle; or
		2. 12 months of service at the duty station if assigned to a duty station with a 12-month home leave cycle; and

* 1. The staff member’s service is expected to continue for at least three months beyond the date of return from the family visit travel.

1. For staff members assigned to a designated special operations approach (SOA) duty station, the conditions of this section are based on the home leave cycle of the SOA location.

1. For Mobility and Hardship classification of a duty station, please refer to th[e ICSC website.](http://icsc.un.org/)

# Combination with Other Types of Travel

6. A staff member may be required to undertake family visit travel in conjunction with travel on official business or change of duty station. However, the interests of the staff member and his/her family should be given due regard.

# Loss of Entitlement

1. A staff member loses the entitlement to family visit travel if he/she:
	1. Acquires the status of a permanent resident in the country of the duty station; or
	2. Changes his/her nationality for United Nations purposes to that of the country of the duty station.

1. Eligible staff members who do not exercise family visit travel do not receive any payment in lieu of the travel expenses, nor are they credited with additional annual leave in lieu of travel time.

# Separation from Service

1. A staff member who is separated from service without completing the required three months’ service following the date of his/her return from family visit travel will not receive payment of repatriation travel expenses for himself/herself. However, the staff member will receive payment of repatriation shipment or relocation grant. In such cases, the family visit will be considered as the repatriation travel, and the staff member should be informed of the change in his/her entitlement in writing.

1. The local operations manager should inform the OHR Copenhagen HR specialist serving the duty station of the dates of the staff member’s last family visit travel. The family visit travel should also be reflected in the Certificate of Annual Leave Balance form.

1. However, the OHR Copenhagen HR specialist serving the duty station may authorize such payment if he/she is satisfied that there are compelling reasons for doing so.

# Interval between Entitlement-Related Travels

1. A minimum of three months is normally required between entitlement-related travels (e.g. reverse education grant travel counting from the date of return to the duty station from one travel to the date of departure of the next travel).

1. However, for those duty stations with an eight-week (or less) frequency for rest and recuperation travel the normal minimum three-month interval for entitlement-related travels (e.g. reverse education grant travel) is reduced to two months.

# Destination and Cost

1. Family visit travel is authorized and will be paid between the duty station and either:
	1. The staff member’s officially recognized home leave place and back to the duty station;
	2. The place of recruitment, if eligible family members are residing there, and back to the duty station; or
	3. The previous duty station, if eligible family members are residing there, and back to the duty station.

1. If the staff member wishes to visit eligible family members residing at any other place, the travel may be approved, but UNDP will only pay whichever of the two following costs is lower:
	1. Travel from the duty station to the place where the family visit is exercised and back to the duty station; or
	2. Travel from the duty station to the staff member’s officially recognized home leave place and back to the duty station.

# Staff Members Assigned to Designated Special Operations Approach Locations

1. For staff members assigned to designated SOA locations, family visit travel is authorized and will be paid between the SOA location and either:
	1. The staff member’s officially recognized home leave place and back to the SOA location;
	2. The place of recruitment, if eligible family members are residing there, and back to the SOA location;
	3. The previous duty station, if eligible family members are residing there, and back to the SOA location; or
	4. The administrative place of assignment, if eligible family members are residing there, and back to the SOA location.

1. If the staff member wishes to visit eligible family members residing at any other place, the travel may be approved, but UNDP will only pay whichever of the two following costs is lower:
	1. Travel from the SOA location to the place where the family visit travel is exercised and back to the SOA location; or
	2. Travel from the duty station to the staff member’s officially recognized home leave place and back to the SOA location.

# Excursion or Special Fares

1. Whenever excursion fares or special fares apply, the travel entitlement is limited to the excursion or special fare, provided such fares would allow the traveller an approved stop for rest or official purposes.

1. An excursion fare or special fare may be changed, if necessary, to a regular fare after the journey has begun, with prior authorization from the office that authorized the travel. UNDP will pay any penalties on special fares resulting from changes for official reasons. A staff member who changes the official itinerary for personal reasons must pay the difference between the new fare and the excursion fare.

# Length

20. There is no absolute minimum length of stay. However, as the aim of family visit travel is to enable expatriate staff alone in their duty station to visit their families, the staff member is expected to spend a reasonable length of time at his/her destination when exercising family visit travel.

**Reverse Family Visit**

# Spouse

21. In lieu of exercising his/her family travel entitlement, a staff member may request the travel of his/her spouse to visit him/her at the duty station. This may be authorized, provided the duty station where the staff member is stationed has not been designated non-family. The provisions of family visit outlined in this chapter will generally be applicable when the spouse travels on reverse family visit travel.

# Children

22. Under no circumstances may children travel as part of a family visit travel entitlement; eligible children may exercise education grant travel.

# Travel Time and Leave Accrual

1. For travel on an outward and return journey on family visit travel, staff members shall be granted a fixed amount of travel time not chargeable to their annual leave balance, determined on the basis of the most direct flight available as follows:
	1. One day for each journey of less than 10 hours;
	2. Two days for each journey of 10 hours or longer but less than 16 hours; and
	3. Three days for each journey of 16 hours or more.

1. Additional details on this and other interactions between travel time and annual leave can be found in administrative instruction[ST/AI/2013/3](https://digitallibrary.un.org/record/3883810?ln=en)[.](https://popp.undp.org/_layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2108)

1. Except for allowable travel time as outlined above and in the appropriate Administrative Instructions, the number of days spent on family visit is charged to the staff member’s annual leave balance.