**Home Leave**

1. The purpose of the Home Leave (HL) travel entitlement is to allow eligible internationally recruited staff members periodic visits to their home country to renew and strengthen cultural and family ties. Having a multicultural staff is a founding principle of our international civil service. The UN invests in maintaining its multicultural nature through the HL entitlement.
2. HL does not carry any extra entitlement to days of leave beyond the normal annual leave entitlement. The time spent on HL is charged against the staff member’s normal annual leave entitlement. Absence on HL is subject to the exigencies of service, as determined and approved by the staff member’s supervisor.

Eligibility

1. Internationally recruited staff members holding a Permanent, Continuing or Fixed-Term Appointment are eligible for HL, provided the staff member:
2. is serving and residing in a duty station that is outside of the country of the staff member’s nationality for UN purposes and/or the place of HL;
3. has completed the qualifying service time requirements and accrual of HL points, as specified in the paragraphs below; and
4. returns to the duty station from HL with a minimum of sixmonths remaining before the expiration of the staff member’s contract, or three months remaining before the expiration of contract if serving in a duty station with a 12- month HL cycle;
5. in the case of the first HL, has at least s**i**x months of service remaining before the expiration of contract beyond the date on which the staff member will have accrued 24 points, or three months if serving in a duty station with a 12-month HL cycle.
6. An internationally recruited staff member is not eligible for HL when the staff member:
7. is serving and residing in the country recognized as the staff member’s country of nationality for UN purposes, in accordance with Staff Rule 4.3;
8. is serving and residing in the country where the staff member is exceptionally authorized to retain permanent resident status, in accordance with Staff Rule 4.5 (d); or
9. is serving and residing in the country recognized as the staff member’s place of HL.

*Special provisions*

1. Staff members holding a Temporary Appointment will only be eligible for HL and only in respect of themselves if their appointment is exceptionally extended beyond 364 days, they serve in a duty station with a 12-month HL cycle and they meet all other requirements mentioned above.
2. Staff members who are a native of a non-metropolitan territory of the country of the duty station (example: Samoa, USA; La Réunion, France) and who maintained their normal residence in the non-metropolitan territory prior to their appointment may also be eligible, provided that they continue to reside, while performing their official duties, outside this territory.

Frequency of Home Leave

1. The Home Leave frequency of a duty station is determined by its Hardship classification and whether the duty station falls within the ICSC Rest and Recuperation Framework, as follows:
2. Duty stations classified as H, A, B and C are entitled to home leave travel **once in every 24 months**;
3. Duty stations classified as D and E that fall within the ICSC Rest and Recuperation Framework are entitled to home leave travel **once in every 24 months**; and
4. **Duty stations which are classified as D or E** but which do not benefit from Rest and Recuperation travel are entitled to home leave travel **every 12 months.**

Home Leave service credit points system

1. A home-leave service credit point system is used to determine when Home Leave is due. A staff member accrues home leave points on the basis of the number of calendar months of service from the date of initial appointment or from the date that the individual becomes eligible for, and entitled to, Home Leave:
2. Staff members serving in a 24-month duty station earn one point each month (i.e. 24 credit points in two years of service).
3. Staff members serving in a 12-month duty station earn two points each month (i.e. 24 credit points in one year of service).
4. Fractions of months: staff members who arrive at a duty station on the 1st to 15th of the month, will accrue points at the new duty station’s points rate; staff members who arrive between the 16th and end of the month, will accrue at the previous duty station’s points rate. When an entitlement becomes effective between the 16th and the end of the month, the counting of Home Leave points starts from the following month.
5. Staff members are entitled to Home Leave when they have accrued 24 points. When they exercise Home Leave, 24 points are deducted from their balance, and they continue to accrue points.
6. If the staff member defers Home Leave, the staff member may accrue a maximum of 48 points. If the staff member does not take Home Leave after accumulating 48 points, accrual of points is discontinued until the entitlement to home leave is exercised.
7. In the event of inter-agency transfers, loans or secondments of staff from other UN agencies which do not have a system of home leave credit points, UNDP home leave credits are applied from the date of return from the last home leave taken in the releasing organization.

**Interval between Home Leaves**

1. For staff members serving at a 24-month Home Leave cycle duty station, at least 12 months should elapse between one HL and the next HL.
2. For staff members serving in a duty station with a 12-month Home Leave cycle at least six months should elapse between one Home Leave travel and the next one.
3. The interval between Home Leave travels is normally determined from the date of return from the previous Home Leave travel. In case the family travels independently of the staff member, such interval is determined from the date of return from HL of the first traveler.

*Advance Home Leave*

1. On application, a staff member may be granted advance home leave (i.e. prior to the accrual of the necessary number of points).
2. A negative point(s) balance shall be recorded in such cases, up to a maximum of minus 12 points. A staff member must accrue the requisite points to off-set the negative balance and must then accrue the requisite 24 points before the next Home Leave can be granted.
3. The granting of advance Home Leave does not bring forward the date of subsequent Home Leave entitlements except in cases due to exigencies of service.
4. Advance Home Leave shall be approved on the understanding that the staff member will subsequently meet all the conditions to be eligible. Should this prove not to be the case, the staff member must reimburse any costs UNDP may have had.

**Country of Home Leave**

1. As per [UN Staff Rule 5.4](https://policy.un.org/browse-by-source/staff-rules#Rule%205.4), the country of Home Leave is normally the country of the staff member’s nationality. Under delegated authority, the Director of OHR, determines the nationality of new recruits at the time of appointment.
2. A staff member’s country of Home Leave is determined at the time of appointment. A country other than the country of nationality may be designated as the country of HL provided that:
3. The staff member continues to have close family, cultural or personal ties in that country at the time of appointment; and
4. The staff member established residence in that country for a prolonged period (minimum of five years) preceding the staff member’s appointment. Staff members who are exceptionally authorized to retain permanent residence status in a country other than the country of nationality recognized for UN purposes will have the country of permanent residence status established as the place of Home Leave).
5. Once determined, the country of Home Leave may not be changed unless:
6. There was an error in the initial determination, provided the request for rectification is made before the staff member exercises the first Home Leave;
7. There is a subsequent change in nationality recognized by the Director of OHR as the official UN nationality; or
8. There are other valid and compelling reasons, approved by the Director of OHR, which are consistent with the conditions set out above.

Recognized Home Leave place

1. The recognized Home Leave place is the city or town within the recognized country of Home Leave to which a staff member travels on HL. The place of HL is always indicated on the staff member’s personnel action form.
2. A one-time permanent change to a different city or town within the recognized country of Home Leave may be authorized by the Director of OHR, based on personal and family needs.
3. A temporary change in the place of HL may be authorized by OHR in the case of widespread political disorder, insecurity, civil war or other armed insurrection in the recognized Home Leave location and security clearance cannot be obtained by the staff member and/or eligible family (see paragraphs 30-33 below). In such cases, the amount of travel expenses payable by UNDP shall not exceed the cost of travel to the regular place of HL.
4. If the situation persists, the Home Leave travel of the staff member may continue to be authorized to such other country.
5. For staff members on transfer, loan or secondment to UNDP, their place of HL remains the same as that determined by the releasing organization.

Travel destination

1. Staff members are expected to exercise their HL at their officially recognized place of HL.
2. Without departing from the basic purpose of the entitlement, eligible staff members are able to take HL travel in the way best suited to their personal and family needs. The intention is to recognize situations where staff members and their families are of multicultural backgrounds and also where, during the course of their careers, they have established cultural/family ties in places other than their country of nationality.
3. Under [UN Staff Rule 5.4](https://policy.un.org/browse-by-source/staff-rules#Rule%205.4), travel to a country or place of HL other than the country of HL or place of HL may be authorized, provided the staff member has close family or personal ties in the other country. In such cases, the amount of travel expenses payable by UNDP shall not exceed the cost of travel to the recognized place of Home Leave. In alternate years, the staff member must take home leave in the recognized country/place.

**Home Leave area and security clearance**

1. Home leave travel is subject to security clearance through the UN Security Management System.
2. Certain limitations may apply based on a determination by the Designated Official for security. These restrictions may affect whether dependent children, spouses or staff may travel to a location on Home Leave.
3. Authorized Home Leave travel does not overrule a decision by the Designated Official restricting travel to a location. Staff members may have their HL affected at any time before or during Home Leave travel.
4. If a security evacuation is declared in the area where the staff member and/or eligible family members are exercising Home Leave, they are subject to the same security instructions that are applicable to other international staff members present in the area.

Length of stay

1. Staff members and their eligible family members are required to spend no less than seven calendar days, excluding travel time credit, but including the day of arrival and the day of departure in the country of their HL destination. A reduction of the length of stay may be approved for reasons of personal or professional exigencies.

**Home Leave of eligible family members**

1. Eligible family members do not have a Home Leave entitlement independent of the staff member. However, eligible family members may travel separately from the staff member provided that travel is to the staff member's recognized place of HL.
2. When eligible dependents and staff members travel separately, HL points will accrue or be deducted from the month the first eligible dependent travels. Staff members may travel at a later date based on this entitlement with no further impact on the accounting of points, provided they meet the required months of service when returning from HL.
3. When a staff member and eligible family members travel separately, the interval between their travels shall not exceed one year.

Reverse Home Leave for family members

1. Eligible dependents will not be authorized to travel for HL from their home country to another country.

Children born or adopted while parent is on Home Leave

1. When a child is born or adopted while the birth parent is on HL, UNDP will pay, in respect of the newborn child, whichever of the following two costs is lower:
2. Travel from the staff member’s officially recognized HL place to the duty station; or
3. Travel from the place where the birth/adoptive parent exercised HL to the duty station.

**Cost**

1. Irrespective of where the staff member and eligible family members exercise the Home Leave travel, UNDP will only pay, whichever of the following two costs is lower:
2. Travel from duty station to staff member’s officially recognized HL place and back to duty station; *or*
3. Travel from duty station to the place where HL is exercised and back to duty station.
4. Retroactive claims may be accepted within one year of eligibility, subject to presentation of proof of travel/cost. In such case reimbursement is based on the lower of actual cost and lump sum.

**Home Leave lump sum**

1. The HL travel entitlement is normally paid as a lump sum amount.
2. Staff members will receive a lump sum amount equivalent to 75 per cent of the cost of the unrestricted economy fare by the least costly scheduled air carrier and by the most direct route.
3. The lump sum option for Home Leave travel cannot be retroactively approved.  However, reimbursement on actual costs (subject to the maximum cost of lump sum) may be considered upon request with submission of documentary proof of travel within one year.
4. Staff members who travel by other means (e.g. car/train) are entitled to 20% of the cost of the unrestricted economy fare by the least costly scheduled air carrier and by the most direct route.

 **Home Leave travel arranged and paid for by the Organization**

1. Organization-assisted HL travel may be chosen by the staff member when this is the best option to support the ability to utilize the entitlement.
2. For staff members who have chosen the Organization assisted HL travel option, travel is in economy class, irrespective of the duration of the flight.
3. The flight class for HL travel for staff members and eligible family members at the Under-Secretary General (USG) and Assistant Secretary- General (ASG) levels will be in the class immediately below first class, irrespective of the duration of the flight.

**Children studying away from the duty station**

1. Children studying away from the duty station may initiate HL travel from the

educational institution. In this case, UNDP will only pay whichever of the following

two costs is lower:

1. From the staff member’s official duty station to the staff member’s officially recognized place of Home Leave and return; *or*
2. From the educational institution to the place where HL travel is exercised and return.

**Interval between entitlement-related travels**

1. A minimum of three months is normally required between entitlement-related travels (e.g. reverse education grant travel - EGT), counting from the date of return to the duty station from one travel to the date of departure of the next travel. The three-month interval may be reduced, however, to allow regular EGT (where child is travelling) to take place in the same year as HL travel (if eligible).
2. However, for those duty stations with a Rest and Recuperation (R&R) travel frequency of less than 12 weeks, the normal minimum three-month interval for entitlement-related travels (*e.g.* reverse EGT) is reduced to two months.

**Combination with reassignment or other travel**

1. A staff member is expected to undertake Home Leave travel in conjunction with reassignment or other official entitlement travel. Staff not availing themselves of Home Leave or other entitlement travel in conjunction with reassignment must comply with the three months interval between entitlement travels and spend at least three months in the duty station before travel on Home Leave can be approved.

**Both spouses are UN staff members eligible for home leave**

1. Each staff member has the choice of either exercising the staff member’s own Home Leave entitlement or of taking it as the spouse of the other. The dependent children may take Home Leave under either parent, regardless of which parent is entitled to the dependency benefits. If the staff member takes HL as a spouse, UNDP will only pay whichever of the following three costs is lower:
2. travel from the UNDP staff member’s duty station to the spouse’s officially recognized place of Home Leave and back to the duty station;
3. travel from the UNDP staff member’s duty station to the place where Home Leave is exercised and back to the duty station;
4. Travel from the spouse’s duty station to the UNDP staff member’s officially recognized place of Home Leave and back.
5. A UNDP staff member accompanying a spouse will be granted travel time appropriate to the travel involved. The UNDP staff member will be deducted the required 24 points when taking HL as an accompanying spouse.
6. The frequency of Home Leave travel may not exceed the established periodicity of the HL travel under UNDP.

**Official business while on home leave**

1. The purpose of annual leave and Home Leave is to allow the staff member to take time off from work for personal/family reasons, and for purposes of health and rest. Official business while on Home Leave should therefore be discouraged. If official business is undertaken during Home Leave travel, the requirement for length of stay in the home country may be adjusted.
2. However, if staff members are required to carry out official business while on Home Leave outside their duty station, they will normally be entitled to DSA as follows:
3. If official business is at the officially recognized place of Home Leave:
4. 50 per cent of the applicable DSA rate, if hotel accommodation is not required; and
5. 100 per cent of the applicable DSA rate, on provision of receipted hotel bills in cases when accommodation was required.
6. If official business is at a place beyond commuting distance from the officially recognized Home Leave place: 100 per cent of the applicable rate.

**Separation from service**

1. Staff members who are separated from service without completing the required six months of service following the date of return from Home Leave, will not receive payment of repatriation travel expenses for themselves or their dependents. The staff member will, however, receive payment of repatriation unaccompanied shipment or relocation grant. In such cases, Home Leave will be considered as the repatriation travel and the staff member will be informed of this change in entitlement in writing.

**Travel time on Home Leave**

1. For travel on both the outward and the return journey on Home Leave travel, staff members who opt for the lump sum payment shall be granted a fixed amount of travel time not chargeable to annual leave determined on the basis of the most direct flight from the duty station to the place of Home Leave, as follows:
2. One day for each journey of less than 10 hours;
3. Two days for each journey of 10 hours or longer but less than 16 hours;
4. Three days for each journey of 16 hours or more.

1. When the staff member opts for the travel lump sum, travel time shall be applied to working days regardless of when travel actual took place.
2. No compensation in terms of travel time applies for travel undertaken on a weekend or official holiday when travel is arranged by the Organization.

**Proof of Travel**

1. Upon return from home leave travel, a staff member is required to upload supporting documents into eServices to provide evidence of compliance with the required minimum length of stay in the home country and that travel took place as authorized. Such evidence may include but is not limited to:
2. Used airline tickets and boarding passes, in hard copy or electronic form; or
3. national passport containing the dates of arrival and departure from the country to which a particular home leave travel was authorized. If travelling by car, proof of travel will be any evidence showing that travel took place, such as stamped passports and receipts of payments for road tolls, fuel etc.

Failure to upload documentary evidence and/or travel deviations that are not in line with the authorized entitlement, may result in recovery of the home leave lump sum or recovery of the cost of the air tickets if the home leave travel was arranged by the organization.

**Appendix D to the UN Staff Rules**

1. Appendix D to the UN Staff Rules establishes the rules governing compensation in the event of death, injury or illness attributable to the performance of official duties.  Therefore, under the provisions of Appendix D to the UN Staff Rules, a staff member is covered for travel on HL by means of transportation furnished by or at the expense or direction of UNDP, including travel by automobile specifically authorized in advance, and not for the personal convenience of the staff member.

*Deviation from authorized travel route*

1. A staff member who deviates from the authorized travel route for personal convenience is not covered by UNDP’s liability during the legs of the journey which correspond to the deviation from the authorized route.

*Stopovers*

1. UNDP’s liability covers only authorized stopovers for the authorized duration and waiting periods for connecting carriers.  If the staff member chooses to stay for a longer period for personal convenience, UNDP ceases to have any liability beyond the authorized period of that stopover.

*Using privately-owned vehicles*

1. The provisions of Appendix D do not apply for privately-owned vehicle transportation sanctioned or authorized by UNDP solely at the request of, or for the convenience of the staff member.