

Appendix F

Home Leave

(a) In accordance with staff rule 107.03 or 207.02, an internationally recruited staff member shall be eligible for home leave provided the following conditions are fulfilled:

(i) While performing his or her official duties, the staff member continues to reside in a country other than that of which he or she is a national;

(ii) The staff member's service is expected by the Director-General to continue at least six months beyond the date of his or her return from any proposed home leave. In the case of the first home leave, the staff member's service is also expected to continue at least six months beyond the second anniversary of the date of his or her appointment or the date on which the staff member became eligible for home leave. In the case of home leave following the return from a family visit travel, the staff member shall have completed at least nine months of continuous service since departure on the family visit travel.

(b) Staff members whose eligibility for home leave is established at the time of their appointment shall begin to accrue service credit towards home leave from the effective date of their appointment. Staff members who become eligible for home leave subsequent to their appointment shall begin to accrue such service credit from the effective date of their becoming eligible.

(c) The first home leave shall fall due after the eligible staff member has completed two years of service. Staff members appointed under the 100 series Staff Rules shall not be entitled to the first home leave until they have fulfilled the requirement of the period of probationary service. Subsequently, staff members may take home leave at any time during the two-year period of service in which it falls due provided the conditions under paragraph (a) are met.

(d) The country of home leave shall be the country of the staff member's nationality, the term "nationality" being as defined in rule 103.08 or 203.05. In exceptional and compelling circumstances, the Director-General may authorize the designation of another country as the country of home leave. A staff member requesting such authorization will be required to satisfy the Director-General that he or she has maintained normal residence in the other country for a prolonged period preceding his or her appointment, that he or she continues to have close family or personal ties in that country and that his or her taking home leave there would not be inconsistent with the purposes and intent of staff regulation 7.3.

(e) The staff member's place of home leave shall be, for purposes of travel and transportation entitlements, the place with which the staff member had the closest residential ties during the period of his or her most recent residence in the country of home leave preceding his or her appointment. A staff member who has served with another international organization immediately preceding his or her appointment shall have the

place of home leave determined as though his or her entire previous service with the other international organization had been with UNIDO.

(f) Staff members may be required to take their home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff members and their families.

(g) If both husband and wife are staff members entitled to home leave, each of them shall have the choice of exercising his or her own home leave entitlement or of accompanying the spouse. Their dependent children, if any, may accompany either parent. The frequency of travel shall not exceed once in every two years with regard both to staff members and to their dependent children.

(h) Staff members travelling on approved home leave shall be entitled to claim, in respect of the home leave travel, travel time and expenses for themselves and their eligible family members for the outward and return journeys between the official duty station and the place of home leave.

(i) Staff members travelling on approved home leave shall be required to spend a substantial period of annual leave in their home country. The Director-General may request a staff member, on return from home leave, to furnish satisfactory evidence that this requirement has been met.

(j) Eligible staff members who serve at duty stations designated by the International Civil Service Commission as D and E category and that do not fall under the rest and recuperation framework, shall be granted home leave once in every 12 months. In such cases, the periods of qualifying service and the expected duration of continuous service specified in paragraph (a)(ii) above shall be reduced by half.

(k) With respect to home leave authorized under the provisions of paragraph (j) above, while every second such leave must be spent in the home country, a staff member may travel on alternate home leave to a country other than his or her home country. In such cases, the staff member shall be paid travel expenses and granted travel time up to the amounts to which he or she would have been entitled had he or she travelled to his or her place of home leave.

(l) With respect to home leave authorized for eligible staff members who serve at a 24-month home leave duty station, while every second such leave must be spent in the home country, a staff member may travel on alternate home leave to a country other than his or her home country when a parent or a child of the staff member resides in that other country or where the spouse is a national of that country. In such cases, the staff member shall be paid travel expenses and granted travel time up to the amounts to which he or she would have been entitled had he or she travelled to his or her place of home leave.

(m) With respect to home leave authorized for eligible staff members who serve at a 12- or 24-month home leave duty station, travel may be authorized to a country other than the

home country for security reasons under conditions to be established by the Director-General.