

## ADMINISTRATIVE GUIDELINES

### Absences/delays Caused by Air Travel Restrictions

#### Applicability

1. Further to the travel restrictions prompted by the volcanic activity in Iceland that have disrupted air travel worldwide, these guidelines are intended for Executive Offices, HR services and administrative personnel of the UN Secretariat and provide clarification on how attendance and travel-related entitlements shall be determined and processed. These guidelines will apply to those affected by the recent ash cloud over Europe and will also apply for any future disruptions to air travel triggered by violent and catastrophic events caused by forces of nature or terrorism which could not have been prevented or avoided by foresight or prudence.
2. These guidelines will remain in effect until further notice.

#### Flexible working arrangements

3. All categories of staff unable to return to their official duty station due to air travel disruptions are encouraged to telecommute, where practical, to the maximum extent possible.

#### Official business travel pursuant to Staff rule 7.1 (a) (ii)

4. As a general rule, official business travel should be planned and authorized in accordance with the needs of the Organization as determined by the Head of Department/Office taking into account the prevailing air travel situation.
5. **For those staff members who had initiated travel** and are unable to return to their official duty station, DSA<sup>1</sup> will remain payable until departure from the official business travel destination on the first available flight.
6. **For those staff members who had combined annual leave with official business travel** and are unable to return to their official duty station, the following apply:
  - a) If staff members have remained in the official business travel destination from where they are unable to return to their duty station on the authorized travel date, DSA is payable until their departure on the first available flight.

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<sup>1</sup> When the staff member is provided free overnight accommodation and/or meals by the Organization, a government or related institution, or an airline, reductions to the subsistence allowance are to be made as follows: 50 per cent, if overnight accommodation is provided (regardless of the type of overnight accommodation provided free of charge); 30 per cent, if meals are provided (breakfast 4.5%, lunch 12%, dinner 13.5%); and 80 per cent, if overnight accommodation and meals are provided.

- b) If departure from the annual leave destination (which is not the official travel destination) is not possible, then no DSA will be payable. The provisions or paragraph 7 below apply.

**Official non-business travel pursuant to Staff rule 7.1 (a) (i) or any other absence from the duty station**

7. For staff members who are absent on annual leave, home leave, family visit travel, reverse education grant travel, maternity or paternity leave, official holidays including weekend and are unable to return to their official duty station, the following will apply:

- a) If feasible, they may be authorized to carry out their duties on a telecommuting basis. No DSA will be payable;
- b) If possible, they may be required to report for duty at a UN system Office in the same location. No DSA will be payable;
- c) If possible, they may be required to report for duty at a UN system Office in another location. Travel to the location and DSA will be then payable; *or*

If none of the above options, a), b) or c), is possible, staff members may request annual leave, advance annual leave or special leave without pay (SLWOP).

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