

UNITED NATIONS

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ADMINISTRATIVE INSTRUCTION

18 FEB 1958

To: Members of the Staff of the United Nations

Subject: HOME LEAVE JOURNEYS

Home Leave Journeys: Standard mode of Transport and Related Matters

1. Subject to the provisions set forth hereunder, air transport by the most economical route shall be regarded as the standard mode of transportation for the purpose of determining (a) the costs to be borne by the United Nations and (b) the amount of travel time allowed, in respect of all authorized home leave journeys.
2. The application of the principle stated in paragraph 1 above will, in due course, necessitate the cancellation of ST/AFS/AI/96 (26 February 1953) and the issue of a new instruction in its place. Until this is done, ST/AFS/AI/96 will remain in force, except where it is modified by the present instruction, paragraphs 3 to 8 of which set out the conditions henceforward applicable to home leave journeys, and which is issued in advance for the guidance of staff members making arrangements for home leave in 1958.
3. Annex I to the present instruction sets out the approved duration for a home leave journey by air from United Nations Headquarters to the capital or principal air transport centre of the various countries. Appropriate provisions will be announced for other main duty stations. The travel costs to be borne by the United Nations in respect of a home leave journey will be limited to the cost of air transport in the appropriate class by the approved route plus the cost of transport from the airport of arrival to the staff member's home town or city. Subject to the provisions of paragraph 7 below, the number of travel days not counted as annual leave will be limited to the approved duration as specified in Annex I. As a general rule, subject to adjustment in particular cases on the basis of the time actually spent in travel, such approved travel time shall be deemed to include the time required for any additional journey to

and from the airport of arrival to the final destination in the country of home leave (non-working days being deducted).

4. The class of air transport provided by the United Nations in each case will be determined by two factors: (a) the staff member's grade and (b) the length of the journey. Staff members of the grade of D-1 and above will be entitled to regular first-class transport on all air routes on which it is available. Staff members in other grades will be entitled to tourist-class on air journeys scheduled to take less than 24 hours and to first-class on air journeys scheduled to take 24 hours or longer.

5. Staff members proceeding on home leave in tourist-class on air journeys will receive, at United Nations expense, the same baggage allowance as first-class passengers. In other respects the existing entitlements regarding baggage remain unchanged.

6. In view of the fact that extra charges are not normally incurred in aircraft, subsistence allowances will no longer be payable in respect of home-leave journeys by air. Reimbursement will, however, be made when subsistence expenses are in fact incurred. Terminal allowance will remain payable as heretofore.

7. Staff members who, for any reason, wish to make their home leave journeys by a means other than air transport or by a route other than the most direct and economical one, may do so provided (a) that the cost to the United Nations shall not exceed the cost which would otherwise be incurred were the journey to be undertaken by air transport in the appropriate class, together with the cost of onward travel to the home town or city. In such cases both terminal and, where appropriate, transit allowances, will continue to be payable in accordance with present rules; (b) that, except where travel by automobile is authorized, the journey is undertaken by public carriers on regular schedules; (c) that in the case of any round-trip journey on home leave which is undertaken wholly or in part by sea and/or other surface means, the maximum allowable travel time shall be 20 days (exclusive of non-working days) within the following formula:

The number of days (exclusive of non-working days) corresponding to the approved duration for the particular round-trip journey by air shall first be credited as authorized travel time; the next 10 days (exclusive of non-working days) shall be debited as annual leave; thereafter an additional number of days, sufficient to bring the total up to the maximum of 20, shall be counted as authorized travel time.

8. The obligations of the United Nations are limited to the payment of travel expenses actually incurred. The fact that, in a particular case, such expenses do not amount to the permissible maximum does not give staff members any claim on the balance remaining.

9. These arrangements should be considered as experimental. They will be subject to review and possible modification prior to 1959, on the basis of experience and the exercising of administrative discretion in their application to particular cases.

(Signed) B.R. TURNER
Controller

ANNEX I

APPROVED DURATION OF ROUND-TRIP HOME LEAVE
JOURNEYS BY AIR FROM HEADQUARTERS NEW YORK

COUNTRY

ALLOWABLE TIME IN DAYS

Afghanistan	5
Albania	4
Argentina	5
Australia	8
Austria	4
Belgium	4
Bolivia	4
Brazil	4
Bulgaria	4
Burma	8
Byelorussian Soviet Socialist Republic	5
Cambodia	8
Canada	Actual time
Ceylon	6
Chile	5
China	8
Colombia	3
Costa Rica	3
Cuba	3
Czechoslovakia	4
Denmark	4
Dominican Republic	3
Ecuador	4
Egypt	5
El Salvador	3
Ethiopia	5
Finland	4
France	4
Ghana	5
Greece	4
Guatemala	3

<u>COUNTRY</u>	<u>ALLOWABLE TIME IN DAYS</u>
Haiti	3
Honduras	3
Hungary	4
Iceland	3
India	6
Indonesia	8
Iran	5
Iraq	5
Ireland	4
Israel	5
Italy	4
Japan	8
Jordan	5
Laos	8
Lebanon	5
Liberia	5
Libya	5
Luxembourg	4
Mexico	3
Morocco	5
Nepal	6
Netherlands	4
New Zealand	8
Nicaragua	3
Norway	4
Pakistan	5
Panama	3
Paraguay	5
Peru	4
Philippines	8
Poland	4
Portugal	4

<u>COUNTRY</u>	<u>ALLOWABLE TIME IN DAYS</u>
Romania	4
Saudi Arabia	5
Spain	4
Sudan	5
Sweden	4
Switzerland	4
Syria	5
Thailand	8
Tunisia	5
Turkey	4
Ukrainian Soviet Socialist Republic	5
Union of South Africa	5
United Kingdom	4
Uruguay	5
Union of Soviet Socialist Republics	5
Venezuela	3
Yemen	5
Yugoslavia	4
