

UNITED NATIONS

SECRETARIAT

ST/AI/127
17 April 1958

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: HOME LEAVE JOURNEYS

1. ST/AI/126 is hereby cancelled.
2. The provisions of ST/AFS/AI/96 (26 February 1953) will remain in force, subject to the modifications of the present instruction which sets out the conditions henceforward applicable to home leave journeys.
3. Air transport by a direct route shall normally be regarded as the basic standard for the purpose of determining the amount of travel time allowed, in respect of all authorized home leave journeys.
4. Annex I to the present instruction sets out the approved duration for a home leave journey by air from United Nations Headquarters to the final destination in the particular countries concerned, non-working days being deducted. Subject to the provisions of paragraph 8 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, such approved travel time is 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. An adjustment, however, will be made in those cases where a staff member can show that travel time by a direct route, including necessary stop-overs for which a subsistence allowance would be payable under paragraph 7 below, exceeds the authorized amounts.
5. (a) If the grade is D-1 and above, a first class standard of accommodation will be granted for a journey by the most direct route irrespective of mode of travel;

(b) If the grade is P-5 or below the following standards of accommodation will apply:

- (i) Tourist class on air journeys scheduled to take less than sixteen hours; first-class on air journeys scheduled to take sixteen hours or longer;
- (ii) Cabin class or equivalent on sea journeys;
- (iii) The standard applying to the relevant portion of any journey undertaken by a combination of air and sea shall be governed by the principles set out in (i) and (ii) above.

6. 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 transportation of baggage remain unchanged.

7. The following arrangements will govern the payment of subsistence allowances during home leave travel at currently authorized rates for staff members and dependents:

- (a) If the journey is undertaken by air, subsistence allowances would be payable to provide for reasonable stop-overs. One day's subsistence allowance would be payable in the event of a stop-over, for each twenty-four hours of travel within a maximum payment of the allowance for three days on any outward or return journey. The purpose of the payment is to ensure that long journeys, when undertaken by air, do not unduly tax the staff member and his family. A staff member who breaks an air journey to stay in any particular place for other personal reasons, would have no claim on the Organization for subsistence payments;
- (b) If the journey is undertaken by sea, one day's subsistence would be payable in the event of a necessary stop-over to make connecting transportation for onward travel home. The transit allowance authorized in accordance with Staff rule 107.14 for journeys by sea would continue to be paid;
- (c) If the home-leave journey is undertaken by rail, subsistence allowance would be payable in accordance with Staff rule 107.15 subject to a maximum of three days for each outward or each return journey.

8. 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 in accordance with the entitlement as set out in paragraph 5 above. 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 twenty 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 ten days (exclusive of non-working days) shall be debited as annual leave; thereafter an additional number of days, required for a journey by the most direct route only, shall be counted as authorized travel time, provided that the maximum authorized travel time for any round-trip journey shall not exceed twenty working days.

9. Staff members are entitled to travel by the above-noted standards. If for personal reasons they would wish lower standards, then the obligations of the United Nations will be limited to the payment of cost of transportation by a direct route, based on the lower standard. The fact that, in a particular case, such expenses do not amount to a permissible maximum does not give staff members any claim on the balance remaining.

10. These arrangements are 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	6
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	

COUNTRY	ALLOWABLE TIME IN DAYS
Greece	4
Guatemala	3
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	6
Panama	3
Paraguay	5
Peru	4
Philippines	8

COUNTRY	ALLOWABLE TIME IN DAYS
Poland	4
Portugal	4
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
