Atlas HR eServices – My Leave

Updates to the leave module

March 2016

Contents

1. Rest & Recuperation (R&R) 2
   1.1. How to apply for R&R: 2
   1.2. How to approve R&R as HR Focal Point: 2
   1.3. How to approve R&R as 'Approving Authority': 3
2. Jury Duty 3
   2.1. How to apply for Jury Duty: 4
3. Compensatory Day Off (CDO – for travel compensation) 5
   3.1. How to apply for Compensatory Day Off: 5
   3.2. How to approve Compensatory Day Off as Supervisor and Leave Monitor: 5
4. Official Business (OB) 6
   4.1. How to apply for Official Business: 6
5. Floating Holiday (NY only) 8
   5.1. How to apply for a Floating Holiday: 8

1. Rest & Recuperation (R&R)

Approval in eServices:

Staff Member submits R&R request ->
HR approves the eligibility to R&R->
Approving Authority approves the absence (Approving Authority is Head of Office or Regional Bureau Director who approves R&R for Head of Office) ->
Once approved, an email notification will go to the Supervisor and Leave monitor.

Requirements:

- R&R is for international Professional staff
- When HR approves the eligibility for R&R, the last 4 month's leave period(s) taken for Annual Leave, Home Leave and Official Business will be displayed. Each leave period will display the interval in weeks (7 days) to the new R&R request. This will assist HR in determining eligibility and whether the R & R cycle period (4/6/8 weeks) has been adhered to.
- R & R leave is 7 days including travel time. Travel time is not added on the absence event page but included in the R&R period.
- If R&R is taken in conjunction with another leave type, the other leave period will be entered separately in eServices.

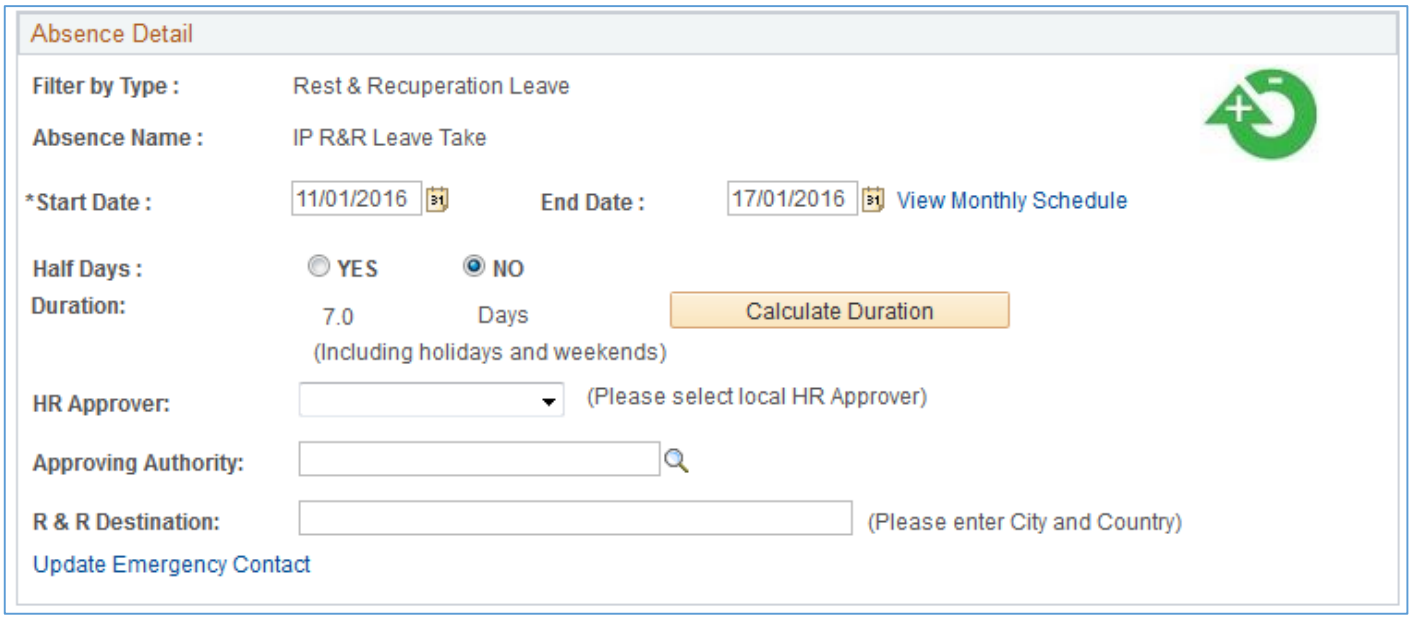
Relevant Policy: POPP on R&R

1.1. How to apply for R&R:

Go to eServices/My Leave – click the icon for R&R.

Enter Start Date and End Date and click 'Calculate Duration'. Select an HR Approver from your local HR office. Enter the name of the 'Approving Authority' which would be Head of Office. Enter the R&R Destination.

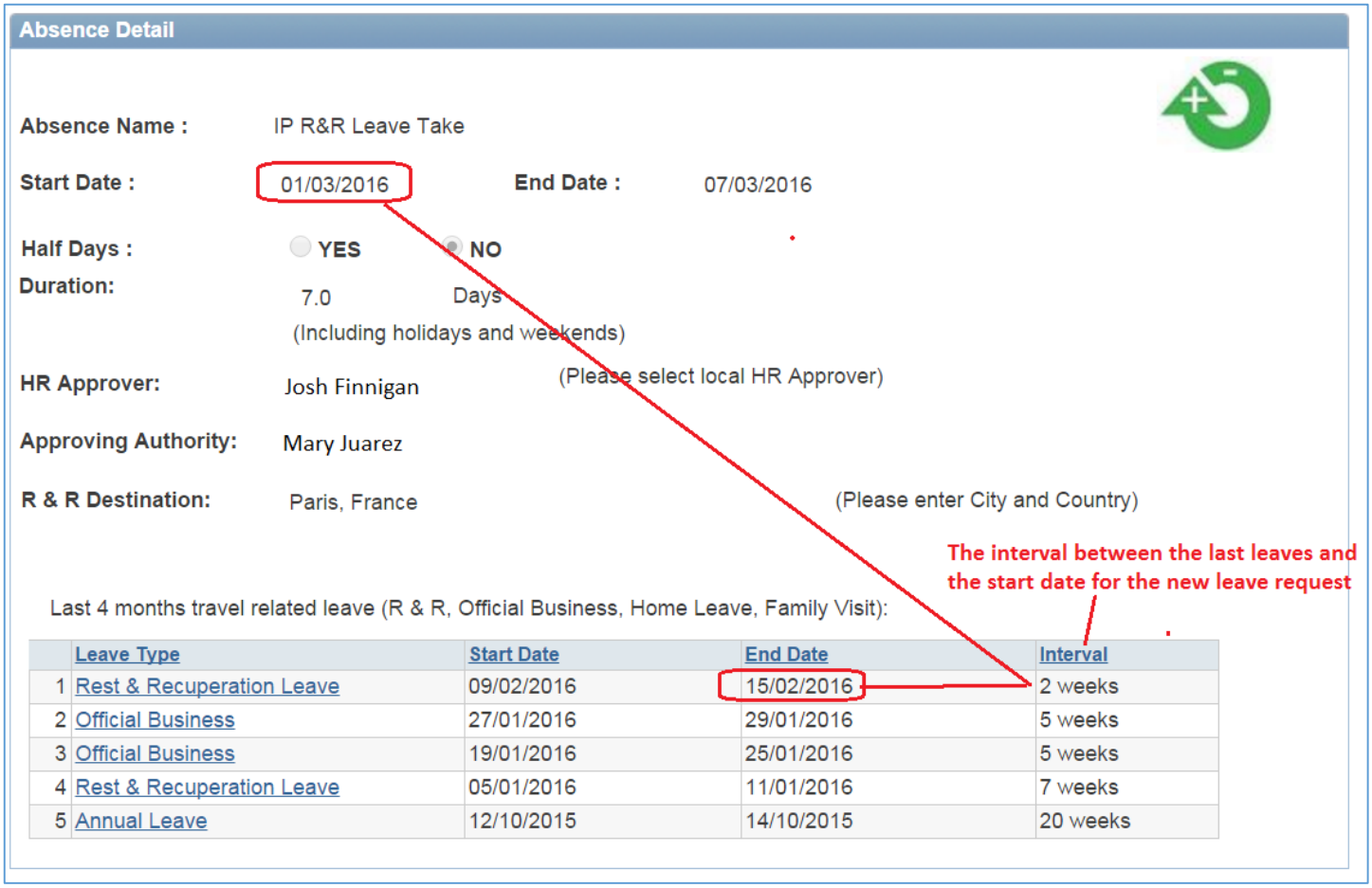
Update the Emergency Contact detail if applicable. Click 'Submit' to submit the R&R application.



1.2. How to approve R&R as HR Focal Point:

Once an application for R&R is submitted, the HR Focal Point will receive an email requesting approval with a link to the application in eServices. HR will approve the eligibility to R&R.

The HR Focal Point will have additional information on the last 4 month's travel related leave. The overview will show the interval in weeks between the Start Date for the new R&R leave request to the End Date for the last travel related leaves taken. This will assist the HR Focal Point to determine the eligibility in regards to the R&R cycle period.



1.3. How to approve R&R as 'Approving Authority':

The 'Approving Authority' (the Head of Office) will receive an email once the HR Focal Point has approved the eligibility for R&R.

Once the 'Approving Authority' has approved the R&R, the supervisor, SM and Leave Monitor will be notified.

2. Jury Duty

Approval in eServices:

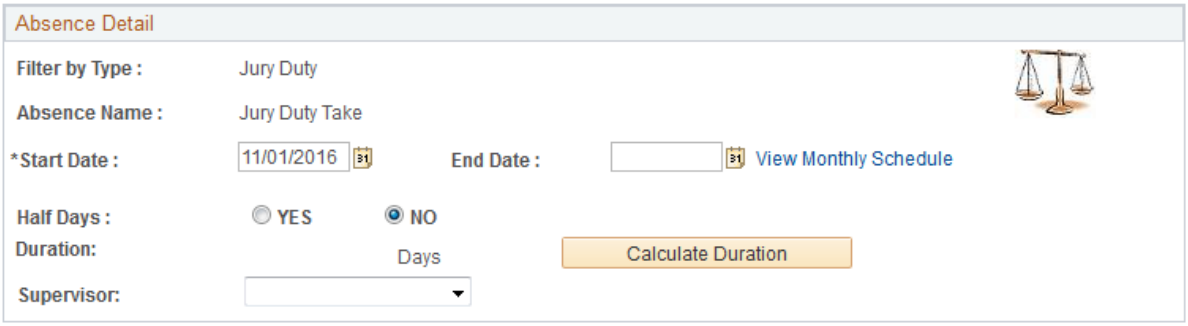
Staff Member submits Jury Duty leave request ->
Supervisor approve the leave ->
Once approved, an email notification will go to the Leave monitor.

2.1. How to apply for Jury Duty:

Go to eServices/My Leave – click the icon for Jury Duty.

Enter Start Date and End Date and click ‘Calculate Duration’. Select half days as applicable. Upload documentation for Jury Duty leave. Click ‘Submit’ to submit the Jury Duty leave request.

The supervisor will approve the leave request.



3. Compensatory Day Off (CDO – for travel compensation)

Relevant policy:

POPP on CDO: *A staff member will be granted a compensatory day off if required to travel on a non-working day to or from the duty station to a place of mission. This compensatory day off may be exercised immediately after the non-working day or within four (4) months of return to the duty station, upon approval.*

Approval in eServices:

Staff Member submits Compensatory Day Off ->
Supervisor approves the absence ->
Leave Monitor approves the eligibility for CDO ->
Once approved by Leave Monitor an email is forwarded to the staff member, supervisor and Leave Monitor.

Requirements:

Applicable for International Professional and General Service Staff but will be available in the future for Service Contract Holders & UN Volunteers.
The CDO request page will display the last 4 months Official Business periods. It is possible to link in to the Official Business periods for more detailed information.

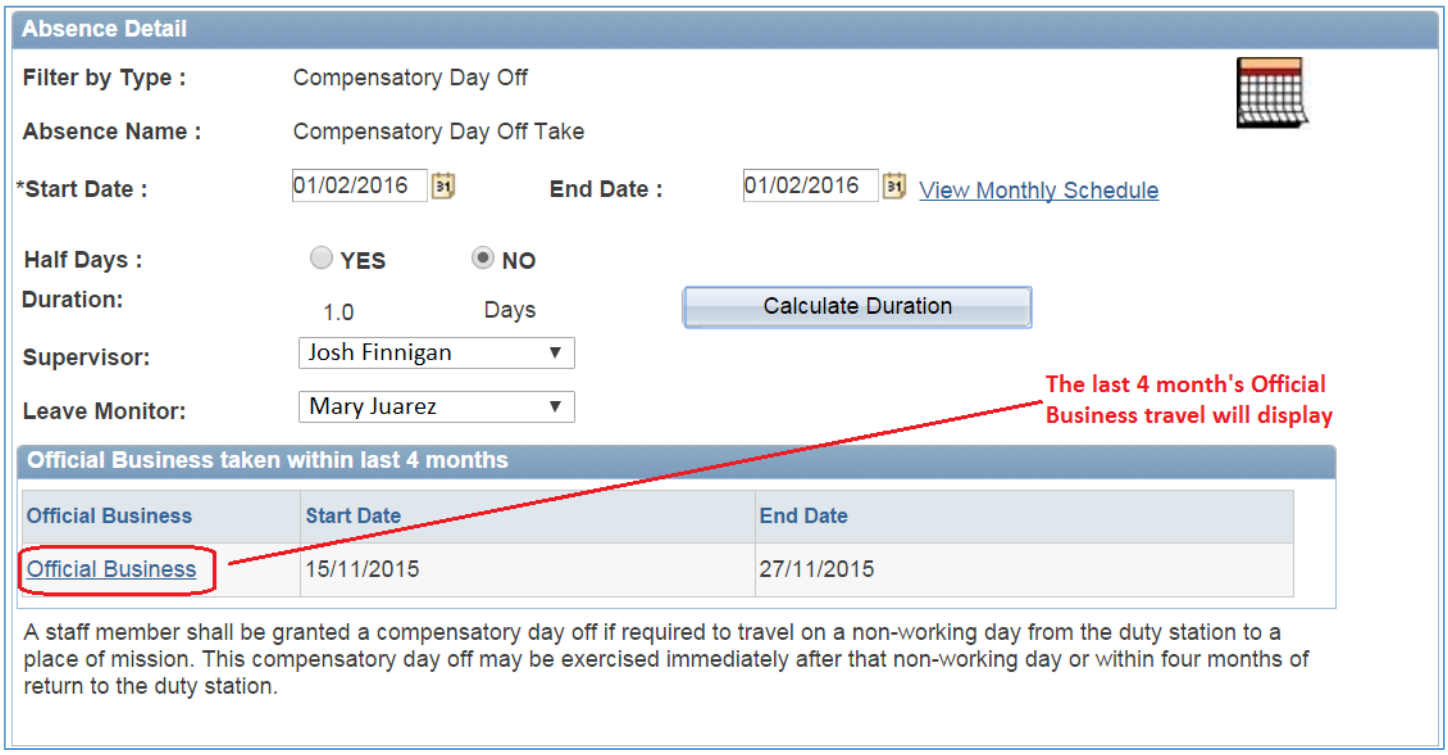
Note:

Compensatory **Day** Off (C**D**O) should not be mistaken with Compensatory **Time** Off (C**T**O) which is used for overtime compensation for local staff. CTO should still be entered manually if overtime compensation is taken as time off.

3.1. How to apply for Compensatory Day Off:

Go to eServices/My Leave – click the icon for Compensatory Day Off (CDO).

Enter Start Date and End Date and click 'Calculate Duration'. The last 4 month's Official Business travel will display as the entitlement to CDO will be linked to Official Business within the last 4 months. Click 'Submit' to submit the Compensatory Day Off.

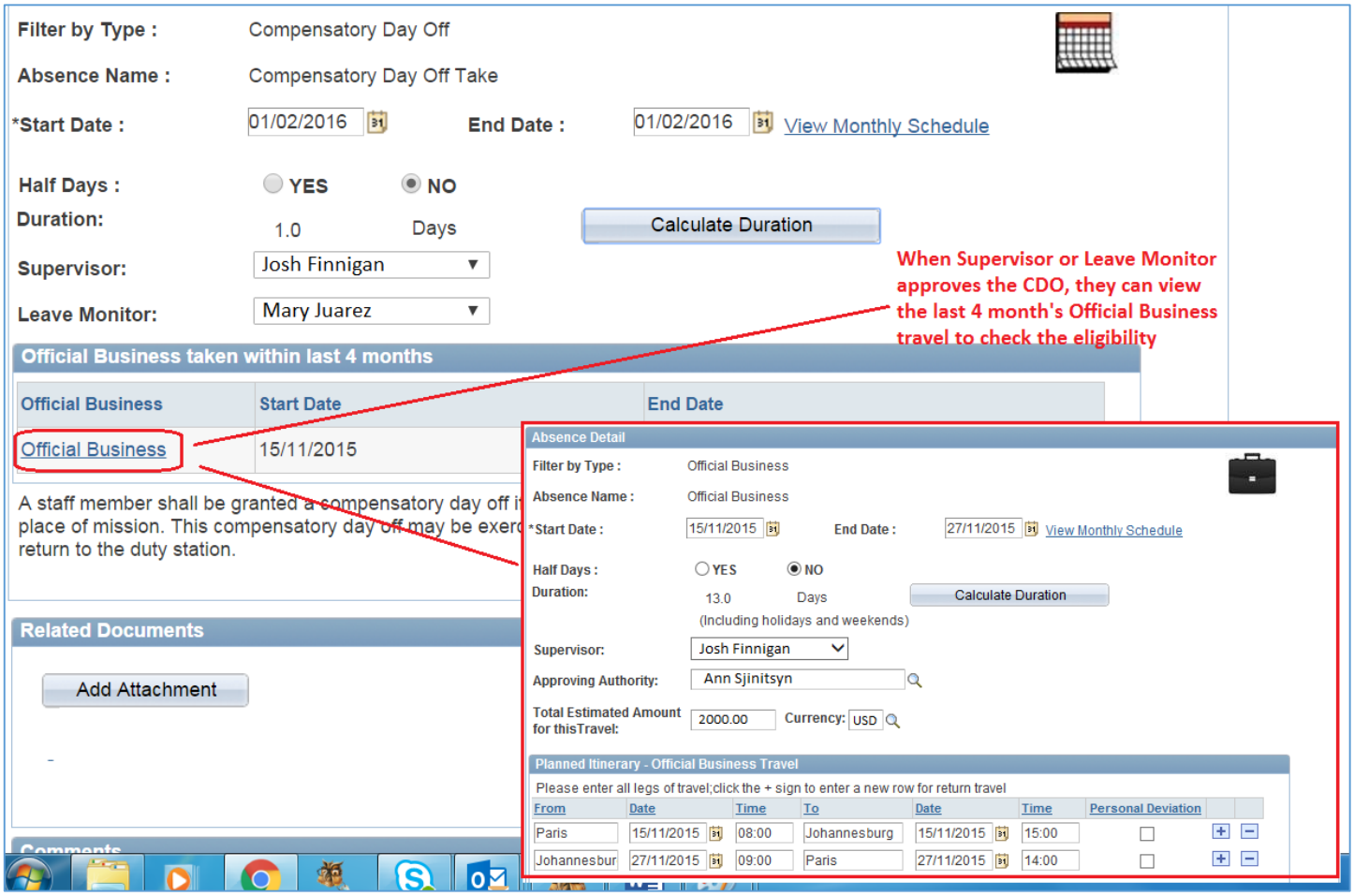


3.2. How to approve Compensatory Day Off as Supervisor and Leave Monitor:

Once an application for CDO is submitted, the supervisor will receive an email requesting approval with a link to the application in eServices. The supervisor will approve the absence.

When the supervisor has approved the absence, the Leave Monitor will receive an email requesting final approval. The Leave Monitor will approve the eligibility to CDO.

The Leave Monitor will have additional information on the last 4 month's Official Business travel. This will assist the Leave Monitor to determine the eligibility.



4. Official Business (OB)

Approving Authority:

Approval according to Authorizing Official Business Travel POPP:

- Travel by HQ staff: Head of the organizational unit sponsoring or funding the travel
- Head of Bureau: Administrator or Associate Administrator
- Administrator: Associate Administrator
- CO staff: RR/RC
- RR/RC: Head of Regional Bureau

Approval in eServices:

Staff Member submits Official Business request->
Supervisor approves the absence ->
Approving Authority approves the absence
Leave Monitor, staff member and supervisor is copied when approved by Approving Authority.

Requirements:

Applicable for International Professional and General Service Staff but will be available in the future for Service Contract Holders & UN Volunteers.
The staff member will enter official travel itinerary; this will include time of day for payment purposes.
The future aim for Official Business is to link the travel and budget information to Atlas Finance for efficient processing of payments.

Relevant policy: Authorizing Official Business Travel in POPP

4.1. How to apply for Official Business:

Go to eServices/My Leave – click the icon for Official Business (OB).

Enter Start Date and End Date and click ‘Calculate Duration’. Select the Supervisor and use the magnifying glass to look up the name of the Approving Authority. Enter the estimated amount for the travel (ticket and DSA) and currency.

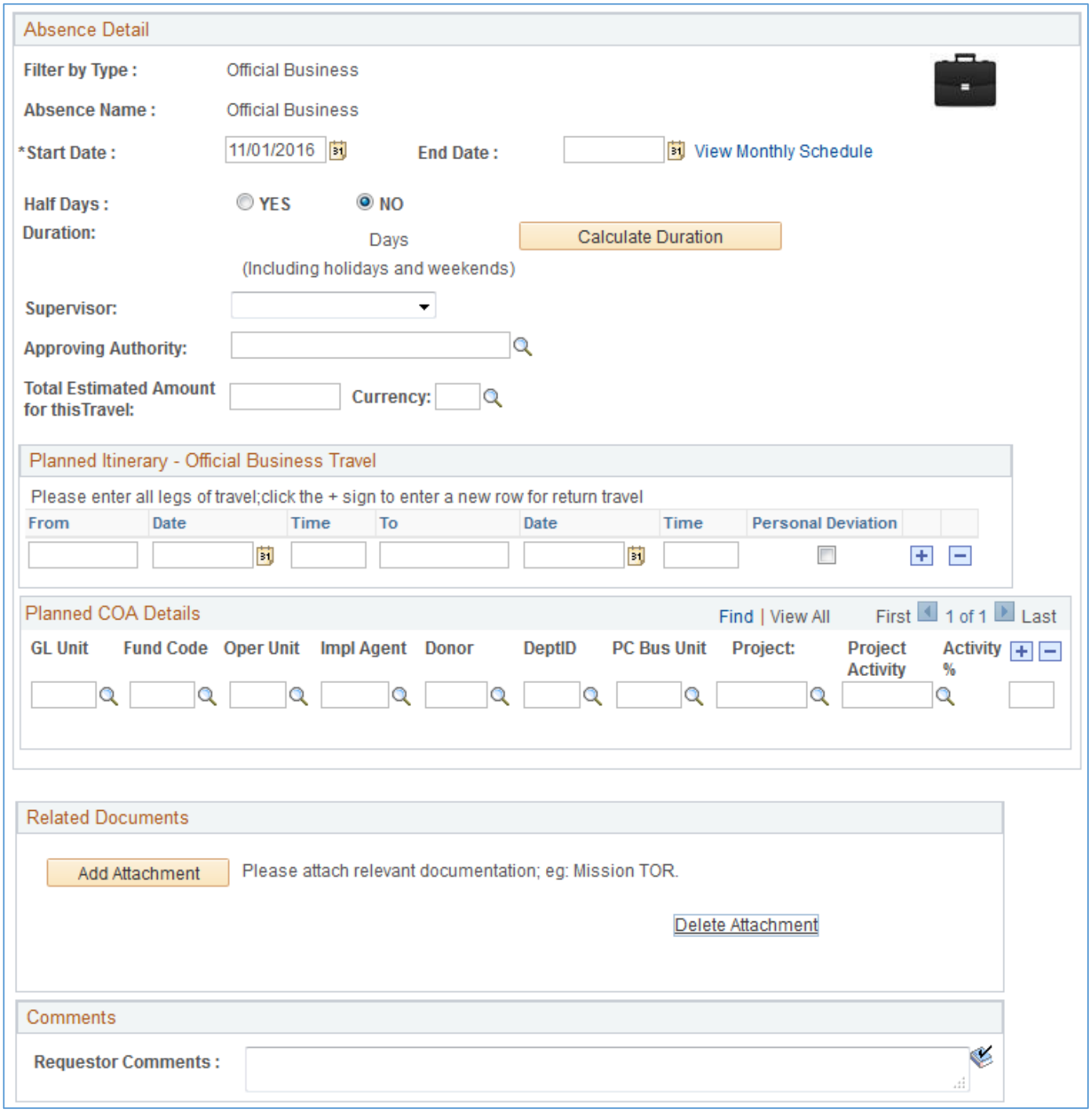
Enter the itinerary, include the Time of the day for calculation of DSA. Enter one row for each leg of the travel; e.g. if you have a return travel, then enter two lines. You can add a line by clicking the + sign.

If you have a personal deviation, then click the tick-box for ‘Personal Deviation’.

Enter the COA for the Official Business. If you do not know the COA then please ask the Head of the ‘sponsoring’ unit. If the budget is split between several units or projects, you can indicate several COA lines, and add a percentage to each line.

Attach Mission TOR or other relevant information.

Enter relevant information in the comment field; e.g. back-stopping arrangement.



5. Floating Holiday (NY only)

Approval in eServices:

Staff Member submits Floating Holiday Business request->
Supervisor approves the absence ->
Leave Monitor, staff member and supervisor is copied when approved by supervisor.

Requirements:

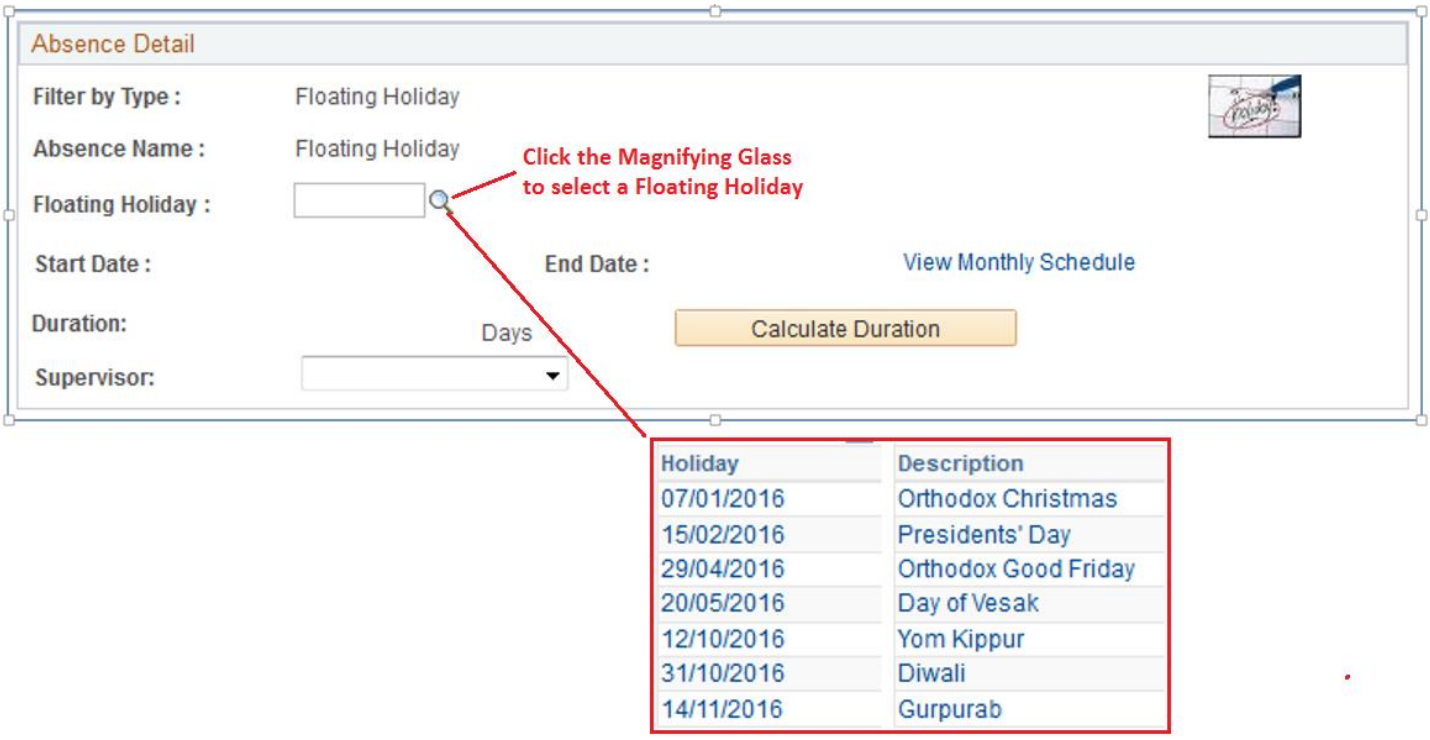
Applicable for Staff members in New York who may observe one of the following 7 holidays as a Floating Holiday:

- *7 January* *Orthodox Christmas*
- *15 February* *Presidents' Day*
- *29 April* *Orthodox Good Friday*
- *12 October* *Yom Kippur*
- *20 May* *Day of Vesak*
- *31 October* *Diwali*
- *14 November* *Gurpurab*

It is not possible to apply for ½ day.
It is not be possible to apply for 2 Floating Holidays within same year.

Relevant policy: ST/IC/2015/26

5.1. How to apply for a Floating Holiday:

Go to eServices/My Leave – click the icon for Floating Holiday.

Select the Floating Holiday by clicking the magnifying glass. Select the supervisor and click 'Submit' to submit the Floating Holiday. Once submitted it will go to Supervisor for final approval.