Atlas HR eServices – My Leave

Updates to the leave module

1 Sep 2015

Please note there are new updates to the HCM eServices Leave Module.
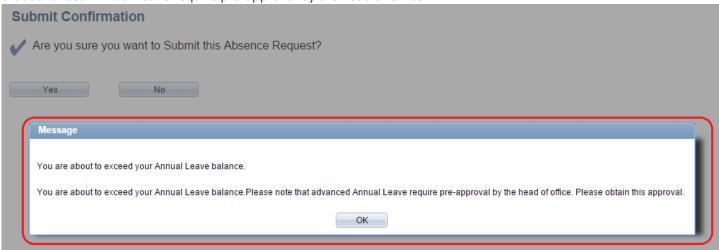
Contents of the updates to HCM eServices Leave

1. Advanced Annual Leave:

1.1 Notification when staff is applying for advanced annual leave

Advance annual leave may in exceptional circumstances be approved by the head of office up to a maximum of 10 working days provided that his/her service is expected to continue for a sufficient period to accrue the leave.

A warning message has been added if a staff member applies for advanced annual leave. The staff member is informed that advanced Annual Leave require pre-approval by the head of office.

Submit Confirmation

✔ Are you sure you want to Submit this Absence Request?

| Yes | | No |

Message

You are about to exceed your Annual Leave balance.

You are about to exceed your Annual Leave balance.Please note that advanced Annual Leave require pre-approval by the head of office. Please obtain this approval.

OK

The warning message takes into account the leave entitlement staff accrue every month; e.g. for staff on FTA contracts 2.5 days every month.

Example: If a staff member has a balance of 9 days and apply for 10 days in the next month, it will not be considered advance Annual Leave and the staff member will not receive a warning. The leave period is for 10 days, but in the month the staff takes the leave, the balance will be 9 days + 2.5 days = 11.5 days.

Absence Detail ❓

Filter by Type :	Annual Leave		
Absence Name :	IP - Annual Leave Take	Current Balance :	9.00 Days**
Reason :	Annual Leave		
*Start Date :	01/10/2015 📅	End Date :	14/10/2015 📅 View Monthly Schedule
Half Days :	⚪ YES ⦿ NO		
Duration:	10.0 Days	Calculate Duration	

But if staff apply for 15 days next month and currently have a balance of 9 days, it will be considered advance Annual Leave, as the balance will go into minus in the month the leave is taken; e.g. 9 days + 2.5 days of entitlement – 15 days taken = - 3.5 days.

It is possible to click 'OK' to the warning. The warning will be repeated in the eServices leave window:

Request Details

Index Nbr:

Contract Type:	PA	Contract Expected End Date:	30/06/2036

View Request Status and Approval Details

You are about to exceed your Annual Leave balance.Please note that advanced Annual Leave require pre-approval by the head of office. Please obtain this approval.

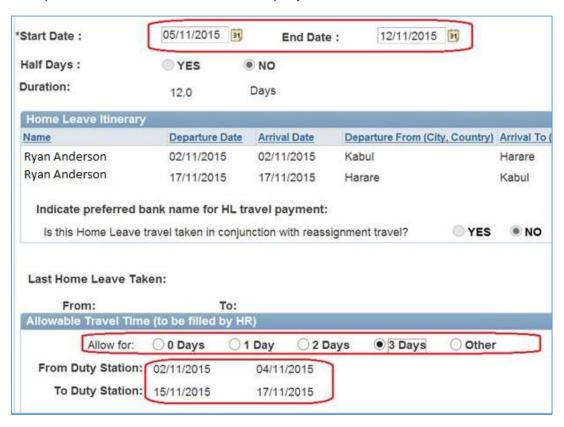Details ❓

2. Home Leave

2.1 Automation of Travel Time

For travel on both the outward and the return journey on HL is granted a fixed amount of travel time not chargeable to annual leave determined on the basis of the most direct flight from the duty station to the place of HL; **one day** for each journey of less than 10 hours, **two days** for each journey of 10 hours or longer but less than 16 hours; and **three days** for each journey of 16 hours or more.

Travel time is applied to working days regardless of when travel actual took place, when the staff member opts for the travel lump sum.

When the HR office approves the Home Leave, they can use the radio-buttons to enter the entitlement to travel days.

Two periods of travel time will automatically be entered and the actual Home Leave period will be adjusted accordingly. The calculation will take into account any weekends and holidays.
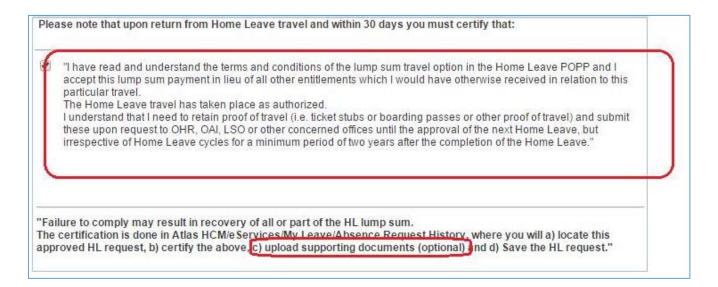
Example: in the below example, 3 days of travel time is granted. Two periods of travel time is automatically established and the home leave period and the balance is automatically adjusted:

If there is a need for entering the periods manually, the 'Other' option can be used.

2.2 Amended Home Leave certification

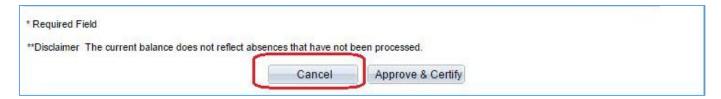It is responsibility of the staff member to certify that the HL travel has taken place as authorized. Certification must take place within 30 days upon return from HL travel and the staff member has the option to upload scanned copies of supporting document/boarding passes. It is not mandatory to upload the supporting documentation, but he/she has the responsibility to retain his/her proof of travel for a minimum period of two years.

Please note that upon return from Home Leave travel and within 30 days you must certify that:

"I have read and understand the terms and conditions of the lump sum travel option in the Home Leave POPP and I accept this lump sum payment in lieu of all other entitlements which I would have otherwise received in relation to this particular travel.
The Home Leave travel has taken place as authorized.
I understand that I need to retain proof of travel (i.e. ticket stubs or boarding passes or other proof of travel) and submit these upon request to OHR, OAI, LSO or other concerned offices until the approval of the next Home Leave, but irrespective of Home Leave cycles for a minimum period of two years after the completion of the Home Leave."

"Failure to comply may result in recovery of all or part of the HL lump sum.
The certification is done in Atlas HCM/e Services/My Leave/Absence Request History, where you will a) locate this approved HL request, b) certify the above, c) upload supporting documents (optional) and d) Save the HL request."

2.3 Cancelling an Approved Home Leave

Previously it was not possible to cancel an already approved Home Leave. It was only possible upon return from the home leave to certify that travel took place as authorized.

It is now possible to cancel and amend a home leave if travel dates changed.

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

Cancel   Approve & Certify

3. Paternity Leave

3.1 Paternity Leave for staff in non-family duty stations

Paternity leave consists of up to **four weeks** of leave with full pay. This is calculated automatically in eServices.

However, for internationally recruited staff members serving at non-family and/or duty stations designated Special Operations Approach (SOA), are eligible for up to **eight weeks** of paternity leave. The automatic calculation has been added in eServices and will default to 8 weeks or 56 week days.
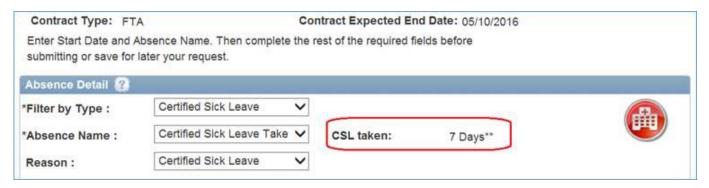
4. Sick Leave

The Sick Leave module has been updated in order to strengthen Sick Leave management in regards to the requirement that a staff member who is unable to perform his or her duties by reason of illness or injury must submit a medical certificate or a medical report, no later than the twentieth working day following the initial absence from duty.

4.1   Sick leave balances

When a staff member applies for **Uncertified Sick Leave**, the current balance will appear in the window. This can also be viewed by the supervisor:

When a staff member applies for **Certified Sick Leave** the number of days taken the last 12 months (not the balance) will appear:
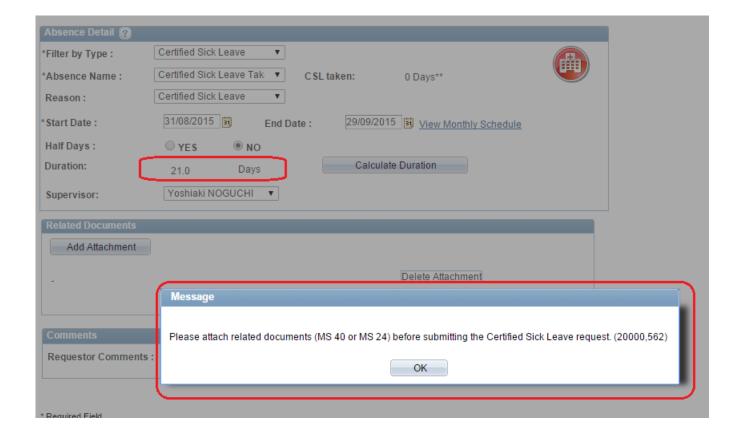

4.2   Notification to staff and supervisor when exceeding 20 days

If a request for Certified Sick Leave is **exceeding 20 days** during a 12 month period or cumulative, the staff member will receive a warning informing the staff member the need to attach relevant documentation. In addition, **it is not possible to submit a Certified Sick Leave without attaching a document**:

The forms for certified sick leave are as follows:

- MS 40: Sick leave for less than 20 working days in a 12 month period (Certified by HR)
- MS 24: Sick leave for more than 20 working days within a 12 month period (Certified by Medical Services)

In addition, when the staff member submits a Certified Sick Leave request beyond 20 days, an additional email is forwarded to a) the staff member and b) the supervisor informing of the requirement for certification.

The staff member is informed in the email of the sick leave certification process:

Subject: Important Notice - This Absence Request has been Submitted
Important Notice: **Please note your certified sick leave – since it is up to 20 working days cumulatively or consecutively during the last 12 months period** - will approved by your supervisor according to ST/AI/2005/3 Amendment 1. Therefore, please submit a medical certificate or Sick Leave Certification Request (MS 24) duly completed and signed by the attending physician by uploading it into ATLAS no later than the 20th working day following the first day of the current absence. **Please note your supervisor cannot approve this leave** without a medical certificate or Sick Leave Certification Request (MS 24) duly completed and signed by the attending physician. Best regards, Office of Human Resources

At the same time the supervisor is informed of the sick leave certification process and is requested not to approve the leave until the staff member has submitted the certification from Medical Services:

Subject: Important Notice - There is an Absence Request awaiting your approval
Important Notice: **Please note the staff member has been requested to have his/ her sick leave certified by UN Medical Services Division since it exceeds 20 working days cumulatively or consecutively during the last 12 months period.** The staff member will need to submit a MS 24 form duly completed and signed by the attending physician directly to UN Medical Services Division no later than the 20th working day following the first day of the absence.

Please wait to approve this leave until the staff member has submitted the certification approval from Medical Services Division. Please upload the certification approval to the request if not already done by the staff member.

Best regards,
Office of Human Resources