



Organization for Security and Co-operation in Europe

Director for Human Resources
Vienna, 28 November 2003

Staff Instruction No. 7/2003

Subject: Home Leave

1. Reference

Regulation 7.03, Staff Rules 7.03.1, 7.03.2 and 7.03.3.

2. Purpose

The purpose of this Staff Instruction is to establish the eligibility and periodicity of Home Leave as well as the process and procedure under which the eligible OSCE official may utilise a home leave entitlement.

3. Effective date

This staff instruction shall take effect as of 1 January 2004. This Instruction cancels and supersedes Administrative Instruction 1/1999 as well as any internal instructions issued by Missions or Institutions.

4. Applicability

In accordance with Regulation 7.03(a), this Instruction is applicable to (i) International fixed-term contracted staff members, including the Secretary General and Heads of Institution, and (ii) International fixed-term mission members, including Heads of Mission.

5. Periodicity of Home Leave Entitlement

5.1 International fixed term contracted staff members, including the Secretary General and Heads of Institutions shall be granted Home Leave, **once every two years**. One year of the **first** two year qualifying period **must** be served before any home leave may be taken. For subsequent qualifying periods (i.e. in the case of appointment extension), Home Leave may be taken after serving one year of the subsequent two year qualifying period.

5.2 International fixed term mission members, including Heads of Mission, shall be granted Home Leave **once every year**, provided that they have served at least 6 months of the qualifying one year period.

5.3 Staff/mission members who have used their Home leave entitlement and leave OSCE before completing the relevant qualifying period shall reimburse the costs incurred by the Organization in respect of that Home leave.

5.4 The Home Leave entitlement is forfeited if it is not used within the limit of the relevant qualifying period.

6. Place of Home Leave

6.1 For eligible international fixed term contracted officials, the place of Home Leave will be the place where they have the closest residential ties in their country of **nationality**. Should the Official be unable to define a place within the applicable country, the capital city will be used as the place to determine the OSCE's financial liability for Home Leave.

6.2 For eligible seconded officials, the place of Home Leave will be the place where they have the closest residential ties in their **seconding** country. When for some reason, it is not possible to identify a place within the seconding country, the capital city of the seconding country will be used as the place to determine the OSCE's financial liability for Home Leave.

6.3 The place of Home Leave shall be decided upon appointment/assignment and will remain set for the duration of the assignment or appointment.

6.4 The Secretary General or the respective Head of Institution/Mission can, in exceptional cases, authorise a place of Home Leave or a *change* in place of Home Leave outside the parameters set in **6.1** and **6.2** above, provided that it does not increase the Organization's financial liability which is limited to places within the geographical area of the participating States. The OSCE's financial liability with respect to these exceptions shall be based on the capital city of the nationality in the case of a contracted Official and the capital city of the seconding country in the case of a seconded Official.

7. Procedure

7.1 Eligible staff/mission members must submit a written request for any Home Leave. It is the responsibility of the staff member to obtain the appropriate endorsements and approvals and see that the request is submitted to the respective Personnel or Administrative Section at least 3 weeks before the anticipated departure date.

7.2 Air line or other means of transportation tickets for all approved Home Leave travel may be provided by the OSCE, or as an alternative, a lump sum payment can be paid to staff/mission members who so request and who prefer to make their own arrangements. The conditions and limits of travel arrangements, and the reimbursement of the costs involved are defined in Staff Rule 5.08.4. The applicable conditions and amount of the lump sum option shall be defined in an Administrative Instruction on Official Travel.

7.3 Upon completion of Home Leave, staff/mission members who received their tickets from the Organization must submit, within one month, documentary evidence of the completed travel in the form of used ticket stub/boarding pass, etc. as proof that Home Leave took place as authorized. Staff members who have elected to receive the lump sum to make their own arrangements shall keep, for a period of 3 months, documentary evidence related to their Home Leave travel to permit random checks by Personnel or Administrative Officers.

7.4 The eligible staff/mission member entitled to Home Leave will be granted one day of travel time to reach the destination and one day of travel will be granted for the return journey to the duty station. These 2 days will not be charged to the annual leave balance and will be granted in addition to any monetary entitlement to stop over when applicable.