

LEAVE RECORDING AND MANAGEMENT

I. Background:

1. Leave recording and management (hereinafter “leave management”) are standard functions performed by Management. Proper leave management constitutes the basis for the calculation of leave and pay entitlements of staff members. Furthermore, leave management is critically important for the accurate calculation by UNFPA of its liabilities. It follows that proper leave management is key to ensuring the soundness of the Fund’s financial statements.
2. The leave management performed by UNFPA has been repeatedly reviewed by the United Nations Board of Auditors and by UNFPA’s internal audit function. In order to respond to, and remedy, specific observations and recommendations issued in the course of past audits related to leave management, this policy is put in place.

II. Framework:

3. This policy establishes the roles, duties and obligations of staff members, supervisors, leave administrators and managers with respect to leave management.
4. This policy is limited to the issue of leave management. It is not the purpose of this policy to generally regulate the application for, or the use of, flexible working arrangements, annual leave, sick leave, and other types of leave. In applying for, taking and returning from leave, every staff member is expected to comply with the requirements imposed by the applicable regulations, rules and procedures.
5. The use of Atlas E-service for the official application, registration, tracking and monitoring of leave is obligatory. The Atlas E-services system is maintained by UNDP in Copenhagen. Administrators at UNFPA HQ and leave administrators have certain functional rights in the system for administrative purposes.
6. The information registered in Atlas E-services is used as input for the monthly payroll. The leave balance in Atlas E-service is updated once a month, simultaneously with the payroll run.

III. Roles, duties and obligations in leave management:

7. There are four distinct roles in leave management: those of staff members; of supervisors; of leave administrators; and of managers.

All staff:

8. All staff members are responsible for the accurate registration of their personal information and leave in Atlas E-services. Staff members are responsible for keeping their record up-to-date.
9. All staff members shall:
 - (a) Use Atlas E-services for the registration of their leave;
 - (b) Regularly check in Atlas E-services if their record is up-to-date;
 - (c) Take appropriate action in case the leave record in Atlas E-services is not correct;
 - (d) Verify that their leave record in Atlas E-service is accurate before the end of each year (31st of December);
 - (e) Verify that their leave record in Atlas E-service is accurate before the 1st of April.

Supervisors:

10. Supervisors shall:
 - (a) Review the requests for leave submitted to them through Atlas E-services;
 - (b) Approve or reject the requests for leave in Atlas E-services within a reasonable period, not normally exceeding 30 calendar days;
 - (c) Monitor the taking of the requested leave by their staff members;
 - (d) Hold their staff members accountable for the correct registration of their leave.

Leave administrator:

11. Leave administrators shall:
 - (a) Perform functional activities in Atlas E-services in the following specific cases:
When a staff member:
 - is hired or re-hired;
 - is hired as part of the UN interagency movement (whether from ATLAS or non-ATLAS agency). Examples: Transfer/Secondment/Loan;
 - who was previously local is hired as international staff;
 - travels on separate dates from his or her dependent(s) in case of home leave;
 - leaves the organization.
 - (b) Perform other functional activities in Atlas e-Services where required.
 - (c) Act as the local focal point for staff members and supervisors to support with the use of Atlas E-services.
 - (d) Contact their focal point at HQ DHR in case they need additional assistance.

Managers:

12. Managers shall:

- (a) Hold supervisors accountable for the correct registration of leave by their staff members;
- (b) Hold supervisors accountable for rejecting or approving leave requests within a reasonable period not normally exceeding 30 calendar days;
- (c) Designate a UNFPA staff member¹ as the primary leave administrator;
- (d) Designate a UNFPA staff member² as the alternate leave administrator;
- (e) In the event that the primary or alternate leave administrator are incapacitated for significant periods of time, for example due to extended sickness, special leave etc., designate a new primary or alternate leave administrator;
- (f) Ensure that the primary and alternate leave administrator are assigned their respective roles as leave administrator in Atlas, starting with an appropriate request through the UNFPA Global Directory;
- (g) Ensure that the primary and alternate leave administrator are appraised for their leave administrator functions in an appropriate way.

13. The term “manager” within the meaning of this policy extends to the following UNFPA officers:

- (a) For UNFPA country offices with a UNFPA-appointed Representative, the Representative concerned;
- (b) The UNFPA-appointed Chief of Operations for the office concerned;
- (c) For UNFPA country offices without a resident UNFPA-appointed Representative, the Assistant Representative or other officer charged with the management of the office;
- (d) For UNFPA regional and sub-regional offices, the relevant Director;
- (e) For UNFPA liaison offices, the relevant Head of the liaison office;
- (f) For the UNFPA Procurement Services Branch (“PSB”) in Copenhagen, the Chief, PSB;
- (g) For divisions at UNFPA Headquarters, the relevant Division Director; and for offices at UNFPA Headquarters other than divisions, the Head of the office as the case may be (*e.g.* the Security Coordinator for the Office of the Security Coordinator; the Chief, Office of the Executive Director (“OED”), for OED; the Ethics Adviser for the Office of the Ethics Adviser).

¹ This function may not be assigned to individuals who are not staff members, such as service contractors or consultants.

² See footnote 1.

IV. No delegation of leave management:

14. In order to maintain internal financial control, and in view of gaps in accountability for effective financial control that have occurred in connection with leave management in the past, leave management may not be delegated to UNDP or any other entity, except as provided for under paragraph 15 below.
15. There may be a limited number of UNFPA offices away from Headquarters that have insufficient capacity to put in place a structure as contemplated under chapter III above. Typical case will be offices of extremely small size. Such offices may delegate leave management, in whole or in part, to UNDP under the following circumstances:
 - (a) The manager of the office concerned has submitted a request in writing to the Director, DHR, to be granted permission to delegate leave management to UNDP. The request shall be detailed and reasoned;
 - (b) The Director, DHR, has given written authorization to the manager concerned to delegate leave management to UNDP, in whole or in part.³

V. Additional information:

16. The leave entitlements of staff members are described in Article and Chapter V of the staff regulations and rules (annual and special leave) and in Article and Chapter VI of the staff regulations and rules (leave related to social security, *i.e.* sick leave, maternity and paternity leave).
17. The [UNDP POPP](#) includes policy provisions regarding leave entitlements, which apply to staff members of UNFPA, *mutatis mutandis*.⁴
18. The Division for Human Resources (“DHR”) maintains an “Assets” page dedicated to the Atlas HRMS e-Services. Please refer to <http://portal.myunpfa.org>, which describes Atlas leave processing procedures and gives access to training materials. The “Assets” page can be accessed through the following link: [asset Atlas e-Services](#). Further-more, this page also provides space for questions or to share knowledge, experiences or concerns regarding leave management. Every effort is made to answer queries posted on this page.
19. This policy goes into effect on the date it is issued.

³ The Director, DHR, will consult with the necessary offices at Headquarters, as necessary.

⁴ Unless UNFPA has developed its own policy/practice on the matter, such as, for example (at the time of issuance of this policy), on [work/life balance](#). See [PPM, Human Resources, Authority of UNFPA Relating to Human Resources, Human Resources Policy in UNFPA](#) for more detail on when to apply UNDP human resources policy in UNFPA.
