



UPP Staff support and REST AND RECUPERATION POLICY

Rest and Recuperation (R&R) is a regular absence granted to eligible staff members assigned to dangerous and stressful duty stations in order to mitigate the stress experienced and preserve their health and well-being while on assignment with UPP.

Accountability

The Department of Human Resources determines the duty stations that qualify for R&R leave, prior approval of the Director. The Human Resources Officer is responsible for ensuring each eligible staff member receives his/her R&R entitlement. The Head of Offices are responsible for planning R&R leave within the mission. This task may be delegated to another member of staff whenever is necessary.

Procedure

Determining qualifying R&R duty stations

Duty stations that impose great hardship to staff members or that are deemed dangerous or unsuitable for medium and longer-term presence of family members (i.e. non-family duty stations), may qualify for R&R leave.

Updating and reviewing qualifying status

In order to allow staff members to know the duty stations for which the entitlement of R&R has been established, an up-to-date and “consolidated list of duty stations” is available at UPP HQ. The consolidated list of duty stations shall be updated at any time duty stations may close or open and amended at any time security or severe hardship conditions may improve or deteriorate.

Should qualifying R&R status change, the duration of the period of qualifying service and related entitlements must be adjusted.

Eligibility

Expatriate personnel may be eligible for R&R leave upon completion of a period of:

- 13 weeks (meaning 65 working days) for Iraqi mission
 - 8 weeks (meaning 40 working days) for North East Syria mission
- of uninterrupted service in a R&R duty station, running from the date of arrival at such a duty station.

A vacation leave longer than 10 calendar days interrupts and reset the count of the period of service.



Experts and advisors holding a contract longer than 4 months are eligible for R&R leave.

R&R dates should be authorized:

PM - by the relevant Desk Officer, informing the Head of Mission and the Head of International Cooperation Department and the HR manager who verifies the eligibility.

TA and other project personnel (M&E Officers/Admin Expats) - by the relevant PM, informing the relevant Desk Offices and Head of Mission and the HR manager who verifies the eligibility.

HoO - by the relevant Desk Officer, informing the Head of International Cooperation Department and the Head of Mission and the HR manager who verifies the eligibility.

HoM - by the Head of International Cooperation Department, informing the General Director and the HR manager who verifies the eligibility.

Entitlement

Five (5) consecutive days of R&R leave outside the country where the designated R&R duty station is located.

A lump sum allowance of 500 Euros per each R&R leave is provided to contribute to cover flights costs and ordinary daily expenses that may arise while resting away from the duty station of appointment or assignment. The lump sum will be paid to the staff member within one month from the return date through check by the relevant Head of Office or Country Representative, after the transmission of the boarding cards or other documents proving the travel outside the country.

Personnel having a wage higher than the Level 1 of the salary scale are not eligible for the lump sum allowance.

The staff members assigned to dangerous and stressful duty stations are requested to consult online a professional psychologist provided by UPP every 3 months.

HQ may determine cases in which a de-briefing with a psychologist is in any case needed by staff members exposed to particular hardship and traumas.

Timing and planning

The eligible staff members can check their R&R leave starting and ending dates to the HR manager. R&R can be anticipated or postponed up to two weeks if duly motivated.

Request for changes to the scheduled dates shall be submitted to the relevant Line Manager and Head of International Cooperation Department, who may approve the new leave arrangements, provided that such changes will not interfere with the operations of the mission or other staff member starting entitlements.



R&R leave may be taken in conjunction with vacation leave and/or public and religious holidays that occur in the R&R designated duty station, if previously authorized by the Head of Office.

The following situations may extend the total length of absence of a staff member without intending to give any staff member the right to claim any daily allowance for the extended days:

- The time spent traveling during normal working hours shall be considered a full working day and shall not be charged to the R&R leave.
- Fridays and Saturdays shall be considered rest-days and therefore shall not be charged to the R&R leave.

No R&R shall be granted within four (4) weeks before the end of service.

Other considerations

No expenses incurred by the staff member while on R&R (e.g. international travel, accommodation, meals, etc.) shall be charged to UPP.

R&R shall be taken at the appropriate time and therefore it cannot be postponed for more than two weeks after the entitlement -staff members will be forced to take it after that period-, carried forward into next period, exchanged for a monetary value or transferred to another staff member.

In the event of circumstances requiring an emergency response from the organization or in the event of a security threat, the Head of Mission may decide to postpone the R&R leave of a staff member. In such a situation, the staff member will continue to accrue qualifying R&R time of service, the leave will be rescheduled and granted as soon as it is reasonably practicable.

Leaving the R&R duty station for any reason (including e.g. sick leave, security or medical evacuation) for more than 10 days interrupts the months of accrued entitlement.