



**World Food Programme**

***ENTITLEMENT BOOKLET  
FOR  
INTERNATIONAL  
PROFESSIONAL STAFF***

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## Introduction

We would like to take this opportunity to briefly describe some of the major entitlements, allowances and incentives applicable to internationally recruited staff serving in the Professional and higher categories.

Please read this booklet carefully so that you have the basic knowledge of WFP/UN entitlements and benefits, many of which are listed on your Terms of Employment and Letter of Offer. This booklet provides a non-exhaustive list of the entitlements deriving from your International Civil Servant status and is not legally binding. The contents are subject to change.

For more information about your own eligibility, please contact your HR Officer through [AskHR@wfp.org](mailto:AskHR@wfp.org).

At the end of each description, if appropriate, a reference is provided indicating the corresponding sections of the FAO/WFP Human Resources Manual and Directives to which you may refer to should you wish to have more information.

## Salary-related Entitlements

### Probationary Period

All newly recruited staff are assessed on the performance of their duties and responsibilities as well as on their conduct and suitability for international civil service. The probationary period normally lasts 12 months but may be extended by six months if additional time is required to assess performance. Satisfactory performance will result in confirmation of the appointment.

(See Manual Section 305.5.2)

### Net Base Salary and Dependency Benefits

The salary scale is approved by the General Assembly upon recommendation by the International Civil Service Commission (ICSC). It is applied worldwide throughout the United Nations system.

The net base salary is composed of two elements: a 'gross salary', determined by a staff member's grade and step; and a 'staff assessment', which is a form of internal tax deducted at either the single rate or dependent rate, based on family status.

A spouse is considered as a primary dependant if he/she is unemployed or, if employed, his/her gross yearly earnings are under the established ceiling (gross salary at G1 Step I level in Rome). For a staff member with a dependent spouse, a net base salary calculated at the dependent rate will be paid.

A child is considered as a dependent if under the age of 21, in full-time attendance at an educational institution), if main and continuing support is provided by the staff member, and if no other benefit from another source is received for the child. If there is no dependent spouse, the first child is considered as a primary dependent and a salary at the dependent rate is paid. For any dependent child not recognized as a primary dependent, a child allowance is paid. The benefit for a disabled child is twice the normal amount.

A secondary dependant's allowance may be payable for a parent or a sibling for whom the staff member provides at least one-third of the dependant's total income, in cash and in kind, and at least twice the amount of the secondary dependent allowance. The recognition of a sibling as a secondary dependent is subject to the same conditions as dependent child. This allowance cannot be paid if a spouse is recognized as a dependent.

(See Manual Section 318, <http://icsc.un.org/secretariat/sad.asp?include=ss> for salary scale).

## Within Grade Salary Increment (WIGSI)

A WIGSI is an increase in pay from one step to the next higher step within an established grade. It is granted to staff member on the basis of satisfactory service during a qualifying period of one year (except for some steps at grades P-2 to D-2, for which the period is two years). A WIGSI is applicable to staff members who have successfully completed their probationary period.

(See Manual Section 308.4.1)

## Post Adjustment

The post adjustment multiplier is designed to complement the net base salary and adjust staff members' purchasing power according to the cost of living at the UN duty station where they have been assigned. It is set by the ICSC, which measures the cost of living in a duty station relative to the cost of living at UN Headquarters (New York). This multiplier also takes into consideration variations in the exchange rate from US dollars to the local currency to minimize their impact on the purchasing power at the duty station.

The post adjustment amount may therefore vary monthly and is calculated as a percentage of the net base salary.

(See Manual Section 308.2.3 and <http://icsc.un.org/secretariat/cold.asp?include=par> for rates)

## Mobility and Hardship Allowance

This allowance is designed to compensate for service in hardship duty stations and to encourage mobility between duty stations. It is composed of three elements: hardship, mobility and non-removal of household goods.

The **hardship element** compensates for particularly unfavourable living and working conditions, reflecting the varying degree of hardship at duty stations. The hardship is classified by increasing difficulty as follows: H, A, B, C, D and E.

The **mobility element** is payable to staff members with at least five years of continuous service in the UN common system and takes into consideration the number of assignments at different locations as well as the hardship category of the current duty station. For staff assigned to field duty stations (A to E), the mobility element is payable from the second assignment. At H duty stations, staff with at least two previous assignments at A to E locations will receive the mobility element from the fourth assignment. This element is discontinued after five years of service at the same location.

The **non-removal of household goods** element is payable to compensate staff members who, on assignment to a duty station, were granted a shipment of personal effects as opposed

to a full household removal. This element is discontinued after five years of service at the same location.

(See <http://icsc.un.org/resources/hrpd/mah/MOBILITYENG.pdf>, “A Guide to Mobility and Hardship Arrangements, and for updated amounts HR memorandum dated 12 January 2012).

## Rental Subsidy

Along with the monthly salary, WFP will pay a portion of the monthly rent paid for accommodation at the duty station. The rental subsidy represents 80 percent of the difference between the monthly rent and a personal threshold. The personal threshold is expressed as a percentage of the salary (i.e. net base salary plus post adjustment) and varies according to dependency status. The rates determining the rental threshold at each duty station are set by the ICSC.

At H classified duty stations, the subsidy is paid for a maximum of seven years: it starts at 80 percent of the difference between the rent and the threshold for the first four years, and is reduced to 60 percent, 40 percent and 20 percent, respectively, for the following three years. In most duty stations, the rental subsidy cannot exceed 40 percent of the rent.

Should the services of a real estate agent be used, a partial reimbursement of the agency fees may be paid upon submission of the payment receipt.

For staff members at field duty stations, a rental advance may be authorized when the payment of several months of rent is required in advance by the landlord. Such advance is recovered directly against the salary in maximum of 12 monthly instalments.

(See Manual Section 308 Appendix H, Manual Section 371.2.7.a)

## Assignment Grant

The Assignment Grant compensates for extraordinary expenses incurred when settling down upon appointment at the duty station or for reassignment to a different duty station for a period of one year or more. The grant is composed of two portions, which are payable on arrival at the duty station:

**Lump Sum:** It is calculated on the basis of one month’s net base salary plus post adjustment, at the rate applicable at the duty station. This amount is paid along with the monthly salary.

For staff in the field, a second month lump sum is payable at the beginning of the third year on the condition that three years of continuous service at the same location will be completed.

**Daily Subsistence Allowance (DSA):** It is designed to cover daily boarding, lodging and incidental expenses upon arrival at a given duty station. Staff members are entitled to 30 days of DSA at the rates established periodically by the ICSC for the duty station. Thirty days at half-rate for eligible family members (spouse and dependent children) are payable. This entitlement is payable in local currency.

The installation of eligible family members at a duty station will be subsidized by the Organization if they reside at least six months at the duty station. This requirement does not apply to children leaving the location for educational purposes who will remain eligible to installation-related entitlements.

(See Manual Section 308.4.3)

### **Education Grant**

The Education Grant is payable to staff serving outside of their home country. It is meant to cover a part of the cost of recognized children's education from their fifth birthday (applicable if within the first 3 months of beginning of school) until the end of the fourth year of post-secondary study or until the end of the academic year in which they reach their 25<sup>th</sup> birthday, whichever comes earlier.

The Education Grant represents 75 percent of acceptable school expenses up to a ceiling established by ICSC, based on the school location and on the duty station's hardship classification.

For children attending school out of the duty station, 75 percent of boarding expenses at the school will also be reimbursed. If boarding is not provided by the school, a flat amount will be paid, based on the school location.

For children with learning difficulties and who require particular teaching or training, a Special Education Grant may be approved by WFP's Medical Officer. A total of 75 percent of the normal schooling expenses and 100 percent of the special teaching expenses will be reimbursed. The ceilings applicable in these cases will be higher than the Education Grant.

(See Manual Section 310 Appendix A for ceilings and flat amounts for boarding)



## Advances

**Salary Advance:** A salary advance not to exceed two month's net earnings may be requested upon initial appointment or reassignment. At field duty stations (Categories A-E), the advance is recovered against the salary in a maximum of 12 monthly instalments. For staff members assigned to H duty stations, the advance paid is recovered in a maximum of six monthly instalments.

**Advance for the Purchase of a Private Vehicle:** Staff members serving in field duty stations may request a salary advance of up to US\$ 6,000 for the purchase of a private car. This advance is recoverable over a period of 12 months. Proof of purchase is to be provided within 90 days after receipt of the advance. Otherwise, the outstanding car advance will be recovered in one instalment from the salary. This is not applicable to staff members serving in H duty stations.

(See Manual Sections 308.5.4 and 371.2.7.b)

## Repatriation Grant

Upon separation, a Repatriation Grant is payable for periods of service outside the home country. Evidence of relocation away from the country of the last duty station must be provided.

The amount of the grant is calculated on the net base salary and varies according to the length of expatriate service and family status: between 6 and 28 weeks for staff members with a spouse or dependent child; and between 3 and 16 weeks for staff members without a spouse or dependent child.

(See Manual Section 314.6.4)

## Termination Indemnity

A termination indemnity may be payable to a staff member whose appointment is terminated by the Organization for: abolition of post or reduction of staff; poor health or incapacitation preventing further service; unsatisfactory service; agreed termination. Its amount varies from a minimum of six weeks to a maximum of twelve months according to the length of service with WFP. It is calculated on the net base salary.

A staff member whose appointment is terminated for unsatisfactory service or who is dismissed for misconduct (other than summary dismissal for serious misconduct) may be paid an indemnity of up to half the full amount.

Termination indemnity is not payable in other circumstances of separation (resignation, expiration of fixed-term contract, summary dismissal; abandonment of post; retirement).

The amount of the termination indemnity paid due to ill health or incapacity is reduced by any disability payments received from the Pension Fund.

(See Manual Section 314.6.1)

## Travel and Shipment related Entitlements

### Place of Permanent Residence (PPR)

The PPR, which is usually a place in the country of nationality, determines the travel entitlements described in this section. When determining a staff member's PPR, WFP may consider a location other than the country of nationality if a detailed justification is provided.

The PPR is established upon appointment and remains for the duration of the staff member's career with the UN. One change may exceptionally be taken into consideration based on the review of supporting documentation.

(See Staff Rule 302.5.32)

### Appointment, Transfer and Repatriation

#### Travel Expenses

Travel expenses of staff members and eligible family members are covered upon:

- **Appointment:** to cover initial travel expenses from the PPR or place of recruitment to the assigned duty station;
- **Reassignment** to a different duty station: to cover travel expenses from the previous to the new duty station;
- **Separation:** from the last duty station of service to the PPR or any location away from the duty station.

Spouses and dependent children are eligible for appointment or transfer travel as long as they remain at least six months at the duty station (except for children who are studying out of the duty station for whom this requirement does not apply).

Two options for travel expenses are available:

- **Payment of a lump sum to cover all travel expenses.** The lump sum amounts to 80 percent of the applicable air fare as determined by the International Air Transport Association (IATA) from the airport nearest to the point of origin to the duty station.
- **Prepaid tickets purchased by WFP.** In addition to the prepaid tickets, a flat sum for terminal expenses is payable for each authorized journey to or from the airport or other point of arrival or departure, as well as daily subsistence allowance for mandatory stopovers, excess baggage, etc.

Other expenses may be reimbursed upon presentation of the relevant ticket stubs and original receipts for airport tax, fees for issuance and renewal of passport, entry and periodic medical examination expenses, vaccinations, etc.

(See Manual Section 405)

## Shipment of Personal Effects and Insurance

On initial appointment, reassignment and separation, the Organization covers expenses in connection with the shipment of personal effects to the new duty station or to the PPR if separating.

A surface shipment (or by air for landlocked countries) may be organized by WFP with the following weight/volume limits:

For International Professional:

- (a) Staff member - 1,000 kg (220 cu ft);
- (b) First family member - 500 kg (110 cu ft);
- (c) Each additional family member - 300 kg (66 cu ft).

For Junior Professional Officer:

- (a) Staff member - 600 kg (132 cu ft);
- (b) First family member - 300 kg (66 cu ft);
- (c) Each additional family member – 150 kg (33.00 cu ft).

For a non-landlocked country, the conversion to airfreight is authorized on the basis of one-half of the weight by surface shipment.

Personal and household goods may be stored at WFP's expense for up to three months following their arrival at the duty station.

In lieu of a shipment organized by WFP, staff members may opt to receive a lump sum payment determined according to standardized shipment tiers between geographic zones. The lump sum payment is intended to cover all expenses incurred in the shipment of personal effects (packing, freight, customs clearance, storage, etc.). Insurance coverage continues to be provided by the Organization.

Insurance covers personal effects between original collection and final delivery for a maximum of 90 days, inclusive of the storage period. WFP will provide insurance coverage for up to US\$16 for each kilo of the maximum shipment entitlement, notwithstanding the actual weight shipped. It is possible to insure personal effects for higher coverage, at a cost of US\$1.30 for each additional 100 kg shipped, which is deducted from the salary.

(See Manual Section 420)

## Shipment of Privately Owned Automobile

At duty stations designated by WFP, where automobiles for private use are unavailable, in short supply or cannot be resold, part of the cost of transporting a car to the duty station may be reimbursed as follows: 75 percent of the total costs (including freight, insurance and handling charges) subject to a maximum of US\$ 1,875. The shipment is to start within six months from the arrival at the duty station.

(See Manual Section 420 Appendix A)

### **Entitlement Travels**

For the three types of travel described below, staff members may opt for prepaid tickets provided by WFP or for a lump sum payment in lieu of all travel expenses, which will amount to 75 percent of the applicable IATA published economy class airfare for staff members and family members (except for children and infants for whom reduced fares are applied).

#### **Home Leave**

Staff members stationed out of their home country are entitled to a round-trip travel for themselves and their eligible family members between the duty station and the place of permanent residence on a regular basis.

Those based in A, B and H duty stations may travel once every 24 months. Those based in hardship duty stations C, D and E may travel once every twelve months.

Eligibility for this entitlement is determined according to a point system. In hardship locations, two points are accrued every month; in H, A and B locations, one point is accrued every month.

Home Leave may be taken when at least 18 points have been accrued, and must be taken by the month in which 24 points have been accrued. The 24 points are deducted from the total quota when the entitlement is taken. Should Home Leave travel take place later than the due month, the points accrued over 24 will be forfeited; if exigencies of service account for the delay in travelling, the points accrued over 24 may be carried forward to the next entitlement.

(See Manual Sections 322 and 403)

#### **Family Visit**

If none of the staff member's eligible family members has been installed at the duty station by the Organization, Family Visit travel may be granted to the staff member to visit them on a yearly basis at their location. Based on the same system of points described above, Family Visit travel is to be undertaken when at least 12 home leave points have been accrued.

Alternatively, a spouse may travel to the duty station using the Family Visit travel. WFP's liability in this respect is limited to the cost of a round-trip journey between the PPR and the duty station.

(See Manual Sections 322 and 403)

#### **Education Travel**

For children studying out of the duty station, the Organization subsidizes round-trip travel between the duty station and the school location once per school year. This

entitlement may also be used by the child to meet the staff member at another location. It applies to children who are eligible for the Education Grant and are in full-time attendance at an educational institution. WFP will subsidize the child's travel expenses up to the cost of travel to the PPR.

Alternatively, the staff member or the spouse may travel to meet the child.

At hardship duty stations designated by the ICSC, a second Education Travel may be granted within the same school year.

(See Manual Sections 404 and 371.3.25b)

### **Additional Travel Expenses**

#### ***Accompanied and unaccompanied baggage***

This entitlement applies to Home Leave, Family Visit and Education Travel. For each traveller, an unaccompanied baggage shipment is granted as follows: 50kg each way by surface or half-weight by air plus 20 percent of the net entitlement for crating. For landlocked countries, the shipment is granted by air in full.

When travel is by air economy class, excess baggage up to the first-class free baggage allowance may be granted. Infants up to two years who receive no free baggage from the carrier may each be authorized up to 10 kg (22 lb) of excess baggage. Excess baggage is not applicable to staff members opting for a lump sum payment in lieu of travel expenses.

If part of the baggage shipment entitlement remains unused in one direction, it may be used on the other leg in addition to the normal weight.

In certain duty stations designated by ICSC, staff members are entitled to a supplementary shipment of 50 kg of unaccompanied baggage. This additional weight allowance is available for shipments to the duty station.

For their first travel to and their last one out of the school location, children are granted 200 kg unaccompanied baggage by surface or 100 kg by air.

(See Manual Section 403 for Home Leave and Family Visit and Manual Section 404 for Education Travel)

#### ***Stopovers and terminal expenses***

If the scheduled time for the journey is ten hours or more, appropriate daily subsistence allowance may be granted for authorized stopovers. A flat amount for terminal expenses will also be paid to cover the costs of transportation to/from the airports. These payments are not applicable to staff members opting for a lump sum payment in lieu of travel expenses.

#### ***Travel documentation***

Fees for issuance and renewal of passports, passport photographs and birth certificates, and for inoculations and vaccinations may also be reimbursed upon submission of proper receipts.

(See Manual Sections 404.3 and 403.4)

### **Visa for You and Your Family**

It is the responsibility of staff members to obtain their own and their family members' visas prior to undertaking any entitlement travel. As the rules vary from country to country, staff members should contact the Protocol Office ([ADHO.UNLP.Visa@wfp.org](mailto:ADHO.UNLP.Visa@wfp.org)) or a Human Resources Officer for assistance with the visa application and full information relevant to the duty station.

*Anyone arriving at the duty station without a valid visa will have to travel to their home country at their own expense to obtain it.*

## Social Security

### Pension Fund

The United Nations Joint Staff Pension Fund (UNJSPF) provides retirement, disability and survivors' benefits for the staff of organizations that are members of the Fund. A worldwide scale of pensionable remuneration, used for determining contributions to the Fund and for calculating pension benefits, is applicable to all Professional staff and Junior Professional Officers when the donor country allows enrolment.

The contribution to the UNJSPF represents 23.7 percent of the pensionable remuneration, of which one third is paid by the staff member, directly deducted from the monthly salary, and two thirds are borne by WFP.

A retirement benefit is payable to staff members separating after a minimum contributory period of five years. The amount will depend on the pensionable remuneration and the years of contribution. The mandatory age of retirement is 62 (or 60 if contributory service started before 1990). A benefit is also payable to staff members who are 55 years old or more at the time of separation, subject to a reduction of the benefit based on age years of contribution at the time of separation.

(Details on the pension scheme can be found at [www.UNJSPF.org](http://www.UNJSPF.org) and Manual Section 341)

### Medical Insurance

Participation in the Basic Medical Insurance Plan (BMIP) is mandatory for staff members. At field duty stations it is optional for family members. At H duty stations, it is compulsory for both, unless family members are covered by another suitable medical insurance plan in their country of origin or residence. The share of the premium borne by staff members is half of the total premium up to 5 percent of their gross salary, the remaining share being covered by the Organization.

The optional Major Medical Benefit Plan (MMBP) provides coverage of certain expenses not reimbursed under the BMIP. The staff member bears the entire cost of the MMBP.

BMIP covers 80 percent of medical expenses, and benefits are paid without a deductible amount. MMBP reimburses 80 percent of the medical expenses which are not reimbursed by the BMIP after the participant has incurred US\$ 360 (or EUR 260 for Rome-based staff members) in a calendar year of unreimbursed medical expenses covered by the MMBP.

The maximum reimbursement under BMIP/MMBP is US\$ 1 million per person per calendar year.

(For more information on the coverage provided, benefits and claims procedures, please refer to Manual Section 343, Parts III and IV and to the BMIP/MMBP booklet

## **Compensation Plan**

Staff members are automatically covered under the Compensation Plan in the event of death, injury or illness attributable to the performance of official duties on behalf of WFP, which include: commuting accidents, official travel, natural incidents of performing official duties, presence in any area involving special hazards to health or safety.

The Plan is intended to supplement the disability or survivors' pension paid by the United Nations Joint Staff Pension Fund.

The contribution to the Compensation Plan Reserve Fund is entirely borne by the Organization.

(See Manual Section 342)

## **Malicious Acts Insurance**

Staff members are also insured 24 hours a day for death and disability resulting from malicious acts during active service including: hostilities, revolution, rebellion, insurrection, riots or civil commotion, sabotage, explosion of war weapons, terrorism, murder or assault by foreign enemies or an attempt thereat.

The insurance coverage amounts to US\$ 250,000 for death or total disability, and varying percentages of this amount for lesser injuries.

The beneficiary in the event of death will be the person whom the insured person has indicated on the official Designation of Beneficiary form.

## **Group Life, Accident and Disability Insurance (GLADI)**

Participation in GLADI is voluntary. GLADI provides four types of insurance plans: Death from Any Cause, Accidental Death and Dismemberment, Permanent Disability, and Family Plan.

The sum insured is based on the Pensionable Remuneration up to a maximum coverage of US\$ 500,000. Enrolment in GLADI Death from Any Cause and Disability is subject to medical clearance.

(See Manual Section 346)



## **Work /Life Balance**

### **Official Holidays**

A maximum of ten official holidays per year is established for each office, according to local custom, the practice of other agencies in the area and the practical requirements of the office. At Headquarters, eight official holidays have been established and two floating days are granted per calendar year.

(See Staff Rule 302.1.23)

### **Annual Leave**

Annual leave is accrued at the rate of 2.5 days per calendar month. Annual leave must be approved by the office head or division director before it can be taken.

Unused accrued annual leave may be carried over into the next leave year, which runs from 1 March to the end of February of the following year. A maximum of 60 annual days may be carried over at the end of February to the next leave year. For staff members assigned to Headquarters, a minimum of 15 days is to be used within a leave year.

In exceptional circumstances, advance annual leave up to a maximum of ten working days may be granted, provided that active service is expected to continue for the period necessary to accrue the leave advanced. No additional leave will be granted until the advance leave taken has been fully recovered.

If, upon separation, a staff member has an accrued annual leave credit, compensation for each accrued leave day unused, up to a maximum of 60 working days, will be paid at the rate of 1/260<sup>th</sup> of the net base salary.

(See Manual Section 320)

### **Sick Leave**

#### **Uncertified sick leave**

Uncertified sick leave is an absence for illness not supported by a medical certificate. It may not exceed three consecutive working days. In any 12 consecutive months, a maximum of seven days of uncertified sick leave, including absences for family-related emergencies, may be taken.

#### **Certified sick leave**

Certified sick leave is an absence justified by a medical certificate submitted to the supervisor, indicating the dates of absence, and another certificate submitted to WFP's Medical Officer indicating the diagnosis.

For staff members with less than three years of service, up to three months of sick leave will be granted on full salary and three months on half salary in any period of 12 consecutive months.

Staff members with over three years of employment will be granted sick leave not exceeding 18 months in any four consecutive years. The first nine months will be on full salary and the second nine months will be on half salary.

(See Manual Section 323)

### Special Leave

Special leave with full, partial, or no pay, may be authorized for examination, training or research in the interest of WFP, extended illness, compassionate reasons, adoption of a child, civic duty, upon reassignment to a very difficult duty station or for other important reasons. There are requirements and limits to the duration of a special leave depending on the reason for requesting the entitlement.

(See Manual Section 321 and Special Leave Directive ADH2008/001)

### Family Leave

Staff may use the balance of their **uncertified sick leave** entitlement (seven days in any twelve consecutive months) to attend to family-related emergencies, such as illness, child care or scholastic requirements of a child, accompanying a spouse or child on medical evacuation. These days may be taken consecutively.

(See HR Directive HR98/001 and ADH2008/001)

### Compensatory Leave

Staff required to work substantial or recurrent periods of overtime may be granted occasional time off. Such compensatory leave will be considered exceptional and is subject to a maximum of seven days per leave year.

(See Directive HR99/003)

### Maternity Leave and Breastfeeding

Female staff members of WFP benefit from maternity leave with pay, which commences six weeks prior to the expected date of confinement based on a medical certificate from a duly qualified medical practitioner. The maternity leave may start less than six but not less than two weeks prior to the expected due date if a qualified medical physician certifies that the staff member is fit for duty.

The leave extends for a total period of sixteen weeks from the time it is granted, the post-confinement period being in any case for a minimum of ten weeks.

In addition, a nursing mother is entitled to time off (one hour to feed plus commuting time) for the purpose of breastfeeding her infant or expressing milk until the child is one year old.

(See Manual Section 324 and HR Directive 2001/010)

### **Paternity Leave**

Paternity leave is meant to allow fathers to bond with their newly born child(ren). Male staff members are entitled to four weeks (28 calendar days) of paternity leave to be taken within the first 12 months of the birth of the child. It may be extended to maximum eight weeks (56 calendar days) in case of medical complications or if the staff member is assigned to a non-family duty station.

Paternity leave may be taken consecutively or be split in two periods. It is also possible to take paternity leave by working 50 percent of a full time week until the leave has been exhausted.

(See Manual Section 324, HR Directive 2006/004)

### **Flexible Working Arrangements**

The Organization allows flexible work schedules to help staff members to balance work, personal and family responsibilities. When operationally possible (i.e. without disrupting the performance of duties and at no cost to the Organization), flexible working arrangements may be approved, such as telecommuting, part-time employment, job sharing, and flexible or compressed work schedules.

(See Manual Section 327, Directive AD2005/002 for Telecommuting, and Directive HR2009/010 for Flexible Arrangements)

### **Employee Assistance Programme**

WFP employs Staff Counsellors to provide professional counselling and support to staff members and their families. As trained health care specialists, the Staff Counsellors are well versed in the kinds of problems and particular forms of stress that WFP staff are most vulnerable to, and are available to help with issues such as: personal and work-related stress; culture shock; managing change; depression; anxiety; addictions; relationship problems; grief and loss; and trauma.

In addition, the Peer Support Volunteer Programme assists in the important task of looking out for the individual and collective well-being of WFP staff members and their families. The programme provides confidential one-on-one support and strives to create a more supportive and harmonious work environment.

All Staff Counsellors and Peer Support Volunteers are ethically bound to the principle of confidentiality. No written records will be kept, nor will any information that is shared with Counsellors or Volunteers become part of a staff member's personnel file.

## **Incentives in Non-family Duty Stations or Isolated Areas**

Duty stations are classified according to the degree of hardship, the security situation and the conditions of life, such as the availability of goods and services, appropriate educational institutions and medical facilities.

Spouses and dependent children are not allowed to live in or travel to duty stations declared to be a Non-Family area by the Office of the UN Security Coordinator (UNSECOORD).

WFPGo's Incentive website ([home.wfp.org/benefits/](http://home.wfp.org/benefits/)) provides a list of UN hardship duty stations, their status and the incentives granted at each.

### **Danger Pay**

Danger Pay is granted to staff members who are required to work under very hazardous conditions, defined as war or active hostilities, or duty stations where the most difficult security conditions prevail and where UN staff members or UN premises may be directly targeted.

Hazard Pay is usually approved by ICSC for periods of up to three months at a time, subject to ongoing review, and is interrupted when the hazardous conditions are deemed to have diminished.

For internationally recruited staff, the amount is currently US\$ 1,600 per month. Danger pay continues to be payable for absences out of the duty station on official mission or on Rest and Recuperation for up to seven consecutive calendar days.

(See Directive HR2012/002)

### **Rest and Recuperation (R&R)**

R&R is based on the acknowledgement that conditions of life in some duty stations generate a high level of stress for individuals, who therefore regularly need some time in a more stable environment to rest and recuperate and thus be able to work effectively in their duty station.

R&R includes: transportation between the duty station and the approved R&R destination, and five consecutive days off plus two days travel time. Terminal expenses for commuting to/from airports are provided.

R&R cycles are determined by ICSC: in extremely difficult locations, with R&R cycles of six or eight weeks, R&R is considered by WFP management to be mandatory. In locations with high level of hardship with R&R cycles of 12 weeks, eligible personnel may choose whether they wish to use the incentive.

(See Directive HR2011/010)

## Compensation Schemes

To harmonize the conditions of service for all staff members serving in United Nations Common System organizations, a new non-family compensation scheme has been approved by the General Assembly. The two existing compensation methods Extended Monthly Security Evacuation Allowance (EMSEA) and Special Operations Approach (SOA) are being gradually replaced by a new Additional Hardship Allowance (AHA) over a five year transition period.

Since 01 July 2011, new staff members assigned to non-family duty station are appointed under the new AHA scheme.

(See Directive HR2011/01)

### **1. Additional Hardship Allowance (AHA)**

Salaries and entitlements are based on the actual duty station's classification and rates. In addition, the AHA is paid to compensate for the hardship caused by the non-family nature of the duty station. Its amount is established by the ICSC and varies by grade level and dependency status. It is paid as a part of the normal monthly payroll process.

(See Directive HR2011/011 and HR memorandum dated 12 January 2012 for AHA amounts).

### **2. Extended Monthly Security Evacuation Allowance (EMSEA) --- (only applicable to staff appointed before 01 July 2011)**

Salaries and entitlements are based on the actual duty station's classification and rates. In addition, the EMSEA is provided to alleviate the cost of maintaining two households; its amount varies according to the staff member's grade, dependency status and the family location rates. The EMSEA is payable on a monthly basis along with the salary.

### **3. Special Operations Approach (SOA) --- (only applicable to staff appointed before 01 July 2011)**

The principal criterion for designating locations as "special operations" status is the security phase status and the declaration as a Non-Family area by UNSECOORD. The aim of this administrative framework is to enable staff members to manage the costs associated with maintaining dual households. The SOA provides a set of incentives, most of which are described below.

#### *Administrative Place of Assignment*

When a staff member is assigned to a designated SOA duty station, his/her official duty station is not the designated SOA duty station. Instead, the official duty station is the Administrative Place of Assignment (APA) designated for that SOA location.

The APA is normally a city in a country where the hardship is not severe and where adequate educational and medical facilities are available as well as reliable transport connections from/to the designated SOA duty station.

The APA will be used for the determination of entitlements and for the calculation of the salary (Post Adjustment, Rental Subsidy, Mobility and Hardship Allowance). For staff members on reassignment whose eligible family members decide to remain at the previous duty station, such duty station becomes the official APA.

#### *Family Location*

Upon appointment or reassignment to a SOA duty station, WFP subsidizes their installation at the APA, the PPR or another location. Family members will be eligible to receive travel and a shipment of their personal effects and the relevant portion of assignment grant to help them with installation expenses. All these allowances will be subject to the costs of an installation at the APA.

When eligible family members travel at WFP's expense to the approved APA location, WFP will intervene with the appropriate local authorities to assist them to obtain necessary visas, as required.

#### *Salary and Special Operations Living Allowance (SOLA)*

For living expenses at the SOA duty station, SOLA is paid on a monthly basis along with the salary. The allowance is established on the basis of the United Nations Mission Subsistence Allowance (MSA) rates applicable to the SOA duty station; where no MSA rate has been established, SOLA is calculated on the basis of 75 percent of the DSA rate applicable at the location for the first 60 days.

(See Special Operation Approach Policy)

## **A Word about Security**

### **Safety and Security Trainings**

In recognition of the importance of security and safety of WFP personnel at Headquarters and in the field, WFP has made it mandatory for all staff to undergo one or both of WFP's Security Awareness Trainings (<https://DSS.UN.org>). They address staff security, health and welfare issues so as to reinforce security and safety awareness and ensure consistency of security measures across the UN system.

The BSITF & ASITF must be taken every three years. Staff members are requested to submit a copy of the certificates to their HR Officer, for inclusion in their personnel file.

(See Directive AD2006/008)

#### **Basic Security in the Field Training (BSITF)**

The BSITF is a mandatory learning activity for all UN Staff as a part of the global UN Minimum Operating Security Standards (MOSS).

To access the training, please follow the instructions provided at the following link:  
<http://go.wfp.org/web/learningandtraining/mandatory>

#### **Advanced Security in the Field Training (ASITF)**

This course is the follow-up of the BSITF training and is mandatory for all UN personnel working in or travelling to a duty station regardless of the security level.

To access the training, please follow the instructions provided at the following link:  
<http://go.wfp.org/web/learningandtraining/mandatory>

### **Integrated Security Clearance and Travel Notification (ISECT)**

All staff members travelling on official business travel must obtain security clearance at least seven days prior to departure. Security clearance ensures that staff members are automatically included in the UN security arrangements for the duration of the mission in that country or location.

A prerequisite for granting security clearance is successful completion of the BSITF for all official travel and the ASITF for official travel to any field location regardless of the security level. TRIP is the Travel Request Information Processing system for requesting security clearances online and may be accessed via <http://dss.un.org>, by clicking on the TRIP button on the left-hand side.

If this is your first time using TRIP, you will need to first create an account and register in the DSS website. If you have previously created an account using the ISECT system, you do not need to re-register.

## Security Evacuation

UNSECOORD can declare a state of emergency in a country of assignment or specific duty station if so warranted. This may result in a mandatory evacuation of all or part of the internationally recruited staff members and their family members. Failure by staff to comply with the evacuation order may result in disciplinary measures.

Staff members and family members are paid a Security Evacuation Allowance (SEA) when they are evacuated to a safe haven outside the country of the duty station (to their home or a third country). If the return to the duty station by family members is not authorized by UNDSS six months after having been evacuated, EMSEA will apply.

(See Directive OM2008/06, HR2009/10, Staff Regulation 301.10, Staff Rule 303.01 and Manual Section 330)



## Standards of Conduct

*“The United Nations and the specialized agencies embody the highest aspirations of the peoples of the world. Their aim is to save succeeding generations from the scourge of war and to enable every man, woman and child to live in dignity and freedom.*

*[...]*

*The values that are enshrined in the United Nations organizations must also be those that guide International Civil Servants in all their actions: fundamental human rights, social justice, the dignity and worth of each human being and respect for the equal rights of men and women and of nations great and small.”*

(Standards of Conduct for the International Civil Service, 2001)

International Civil Servants working in the UN system must adhere to the highest level of standards of conduct as established in the following documents:

- “Standard Code of Conduct for the International Civil Service”  
([http://home.wfp.org/hrmanual/Acrobat\\_Docs/ICSC\\_Std\\_Conduct-English.pdf](http://home.wfp.org/hrmanual/Acrobat_Docs/ICSC_Std_Conduct-English.pdf))
- Secretary-General’s “Bulletin on Sexual Abuse and Exploitation in Humanitarian Crises and Other Operations”  
(<http://docustore.wfp.org/stellent/groups/public/documents/cd/wfp025638.pdf>)

In addition, WFP has made it mandatory for all staff members to undertake the “UN Module on Prevention of Harassment, Sexual Harassment and Abuse of Authority in the Workplace” accessible via the following link:

<http://go.wfp.org/web/learningandtraining/mandatory>.

## Privileges and Immunities

### General Information

*“The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes and that representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connexion with the Organization.”*  
(Convention on the Privileges and Immunities of the United Nations)

Most Member States have granted United Nations staff exemption from national income taxation on their United Nations emoluments. However, a few Member States continue to tax the emoluments of their nationals. In such cases, the Organization will reimburse the income tax to the staff member.

Other privileges, such as Value Added Tax (VAT) exemption, diplomatic (CD) plates and duty-free car purchase, are awarded as part of a given country's agreements with diplomatic entities and international organizations. They differ from one duty station to another. For detailed information, please contact the Human Resources Officer or Assistant.

### Protocol Information for Staff at Headquarters

For detailed information, please consult Protocol website on WFP Go at <http://go.wfp.org/web/protocol>.

### 'D' Mission Visa

A 'D' Mission Visa is mandatory (including for family members) to work in Rome for all nationalities except those of the European Union and/or Schengen countries. The D Mission Visa, which cannot be obtained while in Italy, will enable staff members to obtain the necessary residence permit or Italian identity card.

The Protocol Unit is to be contacted at [ADHO.UNLP.VISA@wfp.org](mailto:ADHO.UNLP.VISA@wfp.org) to start the procedure for obtaining the visa for the staff member and his/her family as applicable.

### Italian Identity Card

The Italian identity card is issued by the Italian Ministry of Foreign Affairs to staff members employed at WFP Headquarters. Its eventual renewal is the responsibility of the WFP staff member. It will be necessary to produce this identity card (or residence permit) in Italy in order to:

- obtain customs clearance upon arrival of your personal effects in Italy;

- obtain a Certificate of Residence (Certificato di Residenza);
- buy a car and obtain registration with Italian license plates;
- change ownership of or buy a second-hand car;
- drive in Italy with your national driver's license.

The Protocol Office is to be contacted at ADHO.UNLP.VISA@wfp.org as soon as possible after arrival in Rome to start the process.

### **Exemption of Registration Tax on Lease**

Non-Italian international staff members are exempt from paying the registration tax on rental leases should this be requested by the landlord. A copy of a signed rental lease must be provided to the Protocol Office prior to the registration to obtain an exemption certificate from the Ministry of Foreign Affairs.

### **Importation of Furniture and Personal Effects**

Staff members may import personal effects into Italy free of customs duty once the application for the Italian Identity Card has been submitted. The importation must be carried out within six months of the Entry on Duty date in Rome.

### **Purchase Tax Exemption**

Staff members graded P-5 and above, and in possession of an Italian identity card, may import goods into Italy free of customs duty at any time. These staff members are also exempt from payment of the VAT for purchases in excess of Euro 258.24.

### **Duty-free Importation of Automobile**

It is possible for non-Italian International staff to import automobiles duty-free as follows:

- P-1 to P-4: one vehicle every four years provided that the importation occurs within six months of the confirmation of appointment or eighteen months of the date of reassignment to Italy.
- P-5 and above: a) purchase of two automobiles locally, VAT-exempt, every three years; or b) importation into Italy, free of customs duties, two vehicles every three years. CD plates may be granted for both cars.

### **Driving Licence and Petrol Coupons**

Staff members in possession of an Italian identity card are allowed to drive with a valid national driving licence, if accompanied by its translation into Italian and by a Declaration from WFP certified by the Ministry of Foreign Affairs. Petrol coupons

will also be granted upon submission of proof of ownership and insurance of a car in Rome.

### **Commissary**

Staff members are entitled to purchase a certain amount of duty-free goods at the FAO and WFP Commissaries. Quotas of expenditure are granted according to grade. Information may be found at: <http://home.wfp.org/commissary>.