



**Administrative Instruction**  
**Ref: ICC/AI/2016/005**  
**Date: 30 December 2016**

## **SPECIAL ENTITLEMENTS FOR STAFF MEMBERS SERVING AT DESIGNATED DUTY STATIONS**

The Registrar, with the agreement of the President and the Prosecutor, and for the purpose of granting special entitlements at duty stations designated as difficult with regard to work and living conditions and pursuant to the Assembly of States Parties resolution ICC-ASP/15/Res.1, staff regulation 3.1 and staff rule 112.3, hereby promulgates the following, in conformity with the United Nations (UN) common system standards:

### Section 1

#### Conditions for Special Entitlements

- 1.1. Internationally-recruited staff members serving at designated duty stations shall be eligible for the special entitlements set out in the present instruction, provided they meet the conditions applicable to each entitlement. All duty stations, and the special entitlements applicable to each one, are listed in a periodically updated United Nations information circular.<sup>1</sup>
- 1.2. The exceptional measures set out in section 6 of the present instruction shall apply to both internationally and locally-recruited staff.

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<sup>1</sup> See presently ST/IC/2016/14, of 1 July 2016. For the purpose of this Administrative Instruction, the UN Information Circular in force shall apply under the terms set out herein. The Information Circular is available at: <https://hr.un.org/handbook/source/information-circulars/date>.

## Section 2

### Special Entitlements Related to Education Grant

#### *General*

2.1. Staff members eligible for the education grant under staff rules 103.18 and 103.19 who are serving at designated duty stations as indicated in annex II to the circular shall be eligible for the special entitlements set out in subsections 2.2 to 2.4 where there are no schools at the duty station to provide schooling in the language or cultural tradition desired by staff members for their children.

#### *Additional Education Grant Travel*

2.2. With reference to staff regulation 3.4 and staff rules 103.18 (n) and 103.19 (k), on education grant and special education grant for disabled children, staff members who meet the conditions of staff rule 107.8 shall be entitled to two round trips of education grant travel for their children in the year in which they are not entitled to home leave.

2.3. If a staff member serving at a duty station designated as giving rise to additional education grant travel chooses not to exercise his or her entitlement to home leave in the year in which he or she would be entitled to do so, two round trips of education grant travel may be granted in respect of his or her child or children for that year.

#### *Additional Reimbursement for Boarding Costs*

2.4. In conformity with the United Nations common system standards, staff members shall be entitled in respect of their children in school attendance at the primary and secondary levels to an additional amount of 100 per cent of boarding costs in addition to the amount of the normal grant.

## Section 3

### Accelerated home leave and family visit travel entitlements

#### *General*

3.1. Staff members, eligible for home leave under staff rule 105.6 and family visit under staff rule 107.7, who are serving at duty stations classified by the International Civil Service Commission in hardship categories D or E that do not fall under the rest and recuperation framework shall be granted accelerated travel entitlements for home leave and family visit once in every 12 months in accordance with the provisions of the present instruction. The hardship category of each duty station is indicated in the circular.

*Administration of the Entitlement*

3.2. The home leave entitlement shall be administered in accordance with a points system whereby service credit points are accrued for each month of service. Accrual shall be at the rate of:

- (a) one point for each month of service at duty stations with normal 24-month home leave cycles; and,
- (b) two points for each month of service at duty stations with accelerated 12-month home leave cycles.

3.3 When a staff member moves from a duty station with a normal 24-month home leave cycle to a duty station with an accelerated 12-month home leave cycle, or when the home leave cycle of a duty station changes from 24 months to 12 months, service credit points shall accrue at the rate of two points per month of service as from the effective date of transfer or assignment to the new duty station or as from the effective date of change of the home leave cycle at the duty station.

3.4 Similarly, in the reverse situation when a staff member moves from a duty station with a 12-month home leave cycle to a duty station with a 24-month home leave cycle, or when the home leave cycle of a duty station changes from 12 months to 24 months, service credit points shall accrue at the rate of one point per month of service as from the effective date of transfer or assignment to the new duty station or the effective date of change of the home leave cycle of the duty station.

3.5 If the effective date of transfer, assignment or change of home leave cycle of the duty station falls in between the first and the last day of the month, the full credit for the month of service shall be based on the duty station in which the staff member served for more than 15 days, as follows:

- (a) More than 15 days of service at the duty station with a normal 24-month home leave cycle: one point for such month;
- (b) More than 15 days of service at the duty station with an accelerated 12-month home leave cycle: two points for such month.

3.6. The entitlement to home leave shall become due when 24 service credit points have been accrued, provided that the staff member's service is expected to continue beyond the date of return to duty or the date when the entitlement becomes due, whichever is later, for at least six months for staff members serving in duty stations with a 24-month cycle, or at least three months for staff members serving in duty stations with a 12-month cycle. When the entitlement is exercised, 24 points shall be deducted from the staff member's balance of points.

3.7. The exercise of the entitlement to home leave may be advanced or deferred in accordance with the exigencies of the service and the personal circumstances and preferences of the individual staff member, subject to the following conditions:

- (a) Advanced home leave may be granted only when at least 12 points have been accrued, and subject to the provisions of Sections 3.10 to 3.12. A negative point balance shall be recorded in such cases up to a maximum of minus 12 points. To become eligible for the next home leave, a staff member must make up the negative points balance and then reach an accrual of 24 points, as the granting of advance home leave does not advance the date of entitlement to the subsequent home leave. The granting of advance home leave shall be subject to the conditions for the entitlement being subsequently met. If those conditions

are not met, the staff member will be required to reimburse the costs paid by the Court for the advance home leave travel, including any associated costs;

- (b) In the case of deferred leave, no more than 48 points may be accumulated towards the entitlement. When this maximum has been reached, the staff member shall not accrue any more points until he or she exercised his or her home leave entitlement. . Accrual of service credit points shall start again on the first of the month in which the home leave is exercised.

3.8. Every second entitlement to home leave must be exercised to the country of home leave. At the request of the staff member, the other leave entitlement may be exercised to a country other than that of home leave. In such a case, the amount of travel expenses payable by the Court shall not exceed the cost of travel to the place of home leave. If the cost of the staff member's travel is more economical than travel to the place of home leave, the amount payable by the Court shall be limited to the actual travel expenses incurred, provided these do not exceed the approved standard of accommodation.

3.9. Except as otherwise provided in the present instruction, the provisions in staff rule 105.6 relating to the regular home leave entitlement shall apply to the accelerated home leave travel entitlement.

#### *Intervals between home leave travel and other types of travel entitlements*

3.10 For staff members assigned to duty stations with a 24-month home leave cycle, there shall normally be an interval of no less than 12 months of qualifying service between the date of return from one home leave travel and the departure date of the next home leave travel. In addition, there shall be an interval of no less than nine months between home leave travel and family visit travel, to be counted from the return date of one travel to the departure date of the other travel. Staff members serving in duty stations with a 24-month home leave cycle shall not be authorized to travel on home leave and family visit during the same calendar year.

3.11 For staff members assigned to duty stations with an accelerated 12-month home leave cycle, there shall normally be an interval of no less than six months of qualifying service between the date of return from one home leave travel and the departure date of the next home leave travel. In addition, there shall normally be an interval of no less than three months between home leave travel and family visit travel, to be counted from the return date of one travel to the departure date of the other travel.

3.12 For staff members serving in duty stations with a 24- or 12-month home leave cycle, there shall normally be an interval of no less than three months of qualifying service between travel by the staff member in lieu of education grant travel by the child and home leave travel, counted from the date of return from one travel to the departure date of the other travel.

## Section 4

### Additional annual shipment entitlement

4.1. Internationally-recruited staff members serving at designated duty stations shall be eligible for an additional annual shipment entitlement under the provisions of the present instruction. The designated duty stations for this additional shipment entitlement are indicated in annex II to the circular.

4.2. Except as otherwise indicated below, the relevant provisions of staff rules 107.12 and 107.13 on excess baggage and unaccompanied shipments shall apply to the additional annual shipment entitlement.

4.3. The additional annual shipment entitlement of 50 kilograms or 0.31 cubic metres may be granted to staff members serving at a designated duty station subject to the following conditions:

- (a) The shipment is to the designated duty station;
- (b) The entitlement is normally exercised in conjunction with home leave, but may be granted independently of such leave; provided it is exercised in the calendar year in which home leave falls due;
- (c) The entitlement shall not arise in connection with travel on reassignment or transfer to and from the designated duty station;
- (d) Payment of the shipment expenses may not exceed the cost of shipment from the place of home leave to the duty station;
- (e) The shipment is made by the most economical means. When shipment by air is the most economical means, the entire additional shipment shall be made by air freight. When surface shipment is the most economical means, conversion to shipment by air may be authorised on the basis of one half the weight or volume of the surface entitlement. Exceptionally, conversion of the surface entitlement to shipment by air may be authorized on the basis of the full weight or volume, when the Registrar or the Prosecutor, as appropriate, determines that there is an extraordinary risk of damage to, or loss of, a surface shipment in transit, or when the normal shipping time would exceed three months. Such determination shall be made by reference to shipments from the home country to the duty station.

4.4. At the request of the staff member, the additional annual shipment entitlement provided by section 4.3 may be converted to an additional 10 kilograms of accompanied excess baggage.

## Section 5

### Reimbursement of basic medical examinations

5.1. Staff members assigned to designated duty stations, listed in annex III in the circular, shall be entitled to reimbursement of the cost of basic medical examinations and tests for themselves, and for their spouse and dependent children, whose travel to the duty station has been paid by the Court, in accordance with the provisions of this section.

5.2. Staff members shall be entitled to reimbursement of the cost of one medical examination and related tests in any two-year period for themselves and their eligible family members. Reimbursement shall be within limits considered customary and reasonable at the duty station, and shall not exceed a maximum amount of \$350 per person.

5.3. Reimbursement claims shall be submitted to the Human Resources Section, together with appropriate receipts specifying the examinations and tests taken.

5.4. The results of the examinations or tests shall not be reported to the Court, unless the staff member so requests. In such case, the results shall be sent directly to the Occupational Health Unit.

## Section 6

### Exceptional Measures

6.1 At duty stations where very hazardous conditions, such as war or active hostilities, prevail and where non-essential internationally recruited staff and family members of internationally recruited staff have been evacuated, the Chairman of the International Civil Service Commission may authorize the application of exceptional measures such as hazard-duty pay or a special bonus to internationally-recruited staff and locally-recruited staff who remain at those duty stations and continue to report to work.

## Section 7

### Final Provisions

7.1. The present instruction enters into force on 1 January 2017.

7.2. Administrative instruction ICC/AI/2011/007 is hereby revoked.



Herman von Hebel  
Registrar