

**Everything you need to know about Rest and Recuperation (R&R):
Frequently Asked Questions for WFP employees**

General Principles of R&R

Q1. What is the purpose of R&R?

- A1. Rest and recuperation breaks are periods of leave away from the duty station with full pay for the relief of stress. It is granted to eligible employees who are required to work in difficult or hazardous areas.

Q2. How long is the R&R break?

- A2. R&R is always for 5 consecutive calendar days only with 2 travel days, even if these days fall on weekends or public holidays. It is not charged to annual leave.

Q3. How frequently can I take an R&R break?

- A3. Different duty stations have different R&R cycles (typically either 6 or 8 weeks) which refers to the period of time spent at the duty station prior to being able to take an R&R break.

Q4. Where can I find the full R&R policy, including who is eligible for R&R?

- A4. The full policy can be found in the WFP HR Manual [here](#).



Understanding Your Options for R&R Leave and Travel Time¹

Q5. Scenario 1: How are the travel days calculated? Do I have to take the travel day directly after my last day of leave?²

- A5. R&R days start when the employee leaves the duty station regardless of whether the first day falls on a weekend, holiday or not. R&R is for 5 consecutive days with two travel days, one on either side. The official travel date back to the duty station is always the day immediately after the fifth day of R&R absence. If R&R ends on the last work day of the week, you can travel back on the 2nd day of the weekend, with no use of annual leave.

¹ All arrangements must comply with the duty station cycle and -time off approved by the relevant authority at the country office/Regional Bureau

² All scenarios based on Monday to Friday work week.

Sat 29 June 2013	Sun 30 June 2013	Mon 1 July 2013	Tues 2 July 2013	Wed, 3 July, 2013	Thurs, 4 July, 2013	Fri, 5 July, 2013	Sat, 6 July, 2013	Sun, 7 July, 2013
Weekend	Travel Day	R (1)	R (2)	R (3)	R (4)	R (5)	<i>Official Travel Day</i>	Weekend (employee may use this day to travel)

Q6. Scenario 2: What happens if I travel on Saturday and want to stay away for the weekend and return to my work on Monday?

- A6. The Friday is considered the official travel day, but you can also travel on Saturday or Sunday, if it is not a working day.

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Travel Day	R (1)	R (2)	R (3)	R (4)	R (5)	Official Travel Day	Weekend (employee may use this day to travel)	Weekend (employee may use this day to travel)

Q7. Scenario 3: What happens if I am travelling on Sunday and want to stay away for the weekend and travel back on Monday?

- A7. The Saturday is considered the official travel day but you can also travel on the Sunday if it is not a working day. If you decide to travel on the Monday it will be treated as annual leave.

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Travel Day	R (1)	R (2)	R (3)	R (4)	R (5)	<i>Official Travel day</i>	Weekend	Annual leave (employee may use this day to travel)

Q8. What is the 30 days rule?

- A8. In order to go on R&R, employees are expected to carry on their assignment at the R&R duty station for at least 30 days after returning from R&R. This rule is also applicable when an employee is due to be transferred to a non R&R duty station.

Understanding How R&R is combined with other entitlement leave or Duty Travel

Q9. What happens if I leave my duty station for annual leave or a long weekend? Does my R&R credit stop?

A9. If you leave the duty station for 5 calendar days or more your R&R leave is forfeited and the 'clock' starts from zero again the day after you return. If you take leave from the duty station for less than 5 calendar days the 'clock' stops and starts again the day after you come back.



Q10. Can I take Home Leave or Family Visit travel following or in conjunction with R&R?

A10. There should be a one month interval between R&R and other entitlement travel. To give some flexibility to employees and managers working in difficult operations, exceptions can be made to this rule with proper justification and approval by the appropriate authority.

Q11. Can I take R&R after my duty travel?

A11. If the duty travel is to a duty station that does not have R&R, the 'clock' is suspended until your return; If the duty travel is to a duty station designated for R&R, the credit continue to accumulate. R&R can be combined with duty travel, although this is not compulsory, with a condition that 50% of the cycle has been served.

Q12. If I take R&R directly after duty travel, is my time-off proportionate to my accumulated credits? For example, if I have only served half the cycle will I only get 2.5 days of R&R?

A12. No. If you have completed 50% of your cycle and choose to combine R&R with your duty travel, you will be entitled to the full 5 R&R days off.

Q13. What happens if I take certified sick leave at my duty station-does this stop the 'clock' of my credit towards R&R?

A13. No, the accumulation of R&R credit is not affected when the employee stays in the duty station on sick leave.

Q14. What happens if I fall ill during my R&R break?

A14. You will need to provide the office with a medical certificate immediately upon your return to the duty station.

Q15. Can I transfer my R&R credit to my next duty station?

A15. If you are reassigned or transferred to a duty station that is also designated for R&R, you may transfer the credit accumulated at the previous duty station, but only if you don't take any leave before going to the new duty station.

Q16. What happens when R&R is combined with duty travel AND annual leave?

A16. The last day of the duty travel is the last night you will get the Daily Subsistence Allowance (DSA); it does not matter if it is half a day or a full day. R&R starts the very next day even if it falls on a weekend. After the R&R leave time has been taken (5 days) the days following will be counted as annual leave. The travel day back will be recorded as travel day for the mission and there will be no R&R travel time counted in this case. If you do not travel back directly from the mission (i.e. travel somewhere else privately), the travel time will be given as if the travel was back from the mission location.

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Travel day	Work at duty travel location	Work at duty travel location	Work at duty travel location	R(1)	R (2)	R (3)	R (4)	R (5)	Travel day

Travel Options

Q17. If I opt for a ticket lump-sum, is this lump-sum equivalent to the cost of a return UN flight or to the cost of the ticket with the commercial flight?

A17. Both options are possible, depending on availability and cost.

Q18. Can I claim expenses incurred for changing the tickets from R&R destination to elsewhere, if the UN flight from the duty station to R&R destination was delayed?

A18. WFP will cover the cost of the return travel from the duty station to the R&R destination through a lump-sum or ticket arrangement. The cost of further travel plans and additional expenses must be borne by the employee.

Q19. Can the travel day be split over 2 days?

A19. Only one travel day is granted in either direction unless specifically authorized by the Country Director because of distance or lack of travel connections.

Q20. Does WFP reimburse the hotel payment for the nights required for traveling to R&R destination?

A20. WFP pays for the return flight but no additional expenses.

N.B. *This document is an informal summary of the issue it relates to, and is not to be used in the determination of the entitlements or the interpretation of the official policy provisions. No information contained here, or omitted, can be taken to replace or alter the terms of the provisions themselves.*