





You should however discuss this option with your manager, particularly in case of time difference between your duty station and your alternate place of work (within or outside the country of your duty station).

In order to ensure that you remain informed of security updates and supported by local security arrangements, irrespective of the place you are working from (i.e. within or outside the country of your duty station), we recommend that you take the following steps:

1. Update your TRIP Profile
2. Request a security clearance
3. Download the e-TA and enable geolocation and notifications on your phones.

You should also note that the enrollment in United Nations medical plans is made based on your active duty station so visits to doctors outside of it could be considered out of network and result in additional out of pocket costs.

**6. I was on home leave/family visit travel/reverse education grant travel and the local authorities at my duty station do not allow me to enter the country. Can I work remotely from the country I was visiting?**

If feasible and compatible with your functions, you may:

- a. telecommute from your place of home leave/family visit/reverse education grant visit. No DSA will be payable
- b. if feasible, report to duty at a UN System Office in your place of home leave/family visit/reverse education grant visit. No DSA will be payable;

If neither option is possible, you may request annual leave including advance annual leave. In

staff transiting through the building each day. In addition to three days of telecommuting, stagge



- 13. I have just returned to my duty station from a trip to a country affected by travel restrictions due to COVID-19. Given the health recommendation by the national and local health officials, I would like to work from home. My supervisor says I cannot work from home because of my specific responsibilities. What should I do?**

You must stay at home for 14 days following the date of your return to your duty station. Please discuss alternate work assignments with your supervisor, Executive Office or your local human resources service, including online training or other professional development.

- 14. I have read the information that those with severe chronic medical conditions or who are over 65 years of age should work from home. While I do not meet either condition, my family member who I live with has a severe medical condition that may be complicated**

In duty stations where alternate working arrangements have not been implemented, managers are required to implement remote working to the full extent compatible with exigencies of service in order to substantially reduce personnel exposure to transit and other crowded areas. If an individual cannot work remotely due to the specific nature of their work, their risk will still be reduced by the overall reduction in staff transiting through the building each day. In the event of questions/concerns, please bring this to the attention of your Executive Office or local human resources office so they can discuss possible options with you and your supervisor.

**18. I am an intern and would like to work from home during this time period. Can I do so?**

Yes, these measures apply for all UN personnel including consultants and interns as long as feasible. Please discuss with your supervisor and respective Executive Office or local human resources office.

**19. I have made arrangements under the provisions of the breastfeeding policy. Can I continue?**

As per ST/SGB/2019/1[Policy on breastfeeding] staff members who are nursing infants under two years of age are normally entitled to daily time off to express milk and/or breastfeed their infant during working hours. In the interest of reducing the staffing footprint in the building, and therefore reducing risk to personnel and also infants, staff members who are currently nursing infants under the provisions of ST/SGB/2019/1 are encouraged to discuss telecommuting arrangements with their Executive Office or local human resources office.

**20. My child's school has closed, and I now have to stay home. Can I telecommute?**

Yes, in the case of emergency situations beyond their control, such as school closures, staff are authorized and strongly encouraged to undertake full time telecommuting for five days a week until the situation resolves. It should be understood that arrangements for telecommuting are between a staff member and his/her manager where it is agreed if telecommuting is feasible given the functions to be performed as well as indication as to the deliverables to be completed on those days.

Staff members are reminded that while telecommuting, they are working full-time but at home. In the event staff members need to take care of their children during part of the day, managers should exercise full flexibility with regards to working hours, provided that staff members work for the required number of hours. If full-time work is not possible, staff members may telecommute for half a day and take leave for the other half of the day. Alternatively, if full-time care of a child is required, the staff member can avail of annual leave or if annual leave is not available, staff members should discuss with their Executive Office or local HR office other alternatives.

**III. OTHER**

