



Organisation Mondiale de la Santé Animale
World Organisation for Animal Health
Organización Mundial de Sanidad Animal

The Director general

Paris, the 25th of November 2011

NS/2011/18

NOTE DE SERVICE

Object: Annual Leave for Regional and Sub-Regional Representations

In accordance with the provisions relating to the status of OIE personnel, staff employees working at OIE Headquarters have the right to 5 weeks' (i.e. 25 working days)¹ annual leave for every 12 months' service. These regulations do not apply to OIE personnel working outside of Headquarters, namely staff members working in Regional and Sub-Regional Representations (RR and SRR); however, in order to harmonise practices within the Organisation, a similar system of 25 working days' leave is applied to these staff members from the 1st of January 2011.

If staff members do not have 12 months' service, their annual leave entitlement is proportionate to the length of their service, on the basis of 2.08 days per month, with the total being rounded up.

All annual leave must be approved by the concerned RR or SRR. The annual leave of RR and SRR themselves must be approved by the OIE General Directorate, who will keep for each RR and SRR themselves an individual record form to that effect.

In addition, all staff members have the right to a day off on certain public holidays recognised by the OIE (1 January, 1 May, Christmas). These holidays sometimes fall on a Saturday or Sunday, but in these cases, no compensatory day off will be offered.

Additional days off, up to a maximum of five each year, can also be taken on the public holidays of the host country (e.g. religious holidays, national holidays). A schedule of these additional days off (more than the three mentioned days above) must be submitted to the General Directorate for approval at the beginning of the year.

Each staff member (different than the RR or the SRR themselves) must have an individual annual leave record that is held under lock and key. The RR or the SRR must designate a local staff member who will be responsible for updating the records (see attached template).

All statutory leave (or exceptional absence) must be noted on the individual record and signed and approved by the RR or the SRR before the leave or absence is taken. For the RR or the SRR themselves the approval must be given by the Director General. RR and SRR must ensure that the office is not empty in their absence and designate an acting Representative, whose hierarchical level is acceptable to manage the day-to-day business.

I ask all RR and SRR to rigorously respect these provisions.

Bernard Vallat

Enc: 1 record form template

1) A working day (not a Saturday, a Sunday or an official public holiday recognized by the OIE for the relevant RR or SRR)



RR/SRR 2012 Holidays

NAME			
Surname			
Name of the RR/SRR			
Work time¹	Full time/Part time	<i>Statutory Holidays: 25</i>	

	Statutory Holidays or exceptional absence		Regional or Subregional Representative signature ²	DG signature ³
	Taken	Remaining		
Asked Period (D – M)				

¹ Mention « full time » or, if need be, % of the partial time following the contract

² For staff other than RR or SRR themselves

³ For the Regional and Sub-Regional Representative (record form kept at the Headquarters)