





## **WHAT HAPPENS WHEN A GPP EXHAUSTS THEIR LEAVE/CTO ENTITLEMENTS BUT ARE UNABLE TO RETURN TO THEIR DUTY STATION?**

In some cases, GPP may perform their functions remotely from outside the mission area (e.g., the home country or another country) with alternate working arrangements, if possible, for their function as determined by the mission. When under a remote work arrangement, costs for accommodation retained at the regular location of deployment will be reimbursed, upon submission of satisfactory supporting documentation for the duration of the remote work arrangement. The reimbursable costs shall be the actual accommodation costs incurred at the location of deployment not to exceed the accommodation component of the MSA payable at the regular location of deployment.

In cases where the mission deems remote work arrangements not feasible, costs for accommodation retained at the regular location of deployment will be reimbursed, upon submission of satisfactory supporting documentation for a maximum of 30 days. The reimbursable costs shall be the actual accommodation costs incurred at the location of deployment not to exceed the accommodation component of the MSA payable at the regular location of deployment.

When shared and/or substandard accommodation is provided free of charge at the location of deployment by the United Nations, a Government or related institution, MSA shall not be payable. Once CTO/leave entitlements are exhausted and remote work arrangements are not deemed feasible, the Mission will initiate the remote check-out procedure.

## **HOW IS CHECK-OUT BEING DONE IF THE GPP IS NOT ABLE TO RETURN TO THE DUTY STATION BEFORE THEIR END OF DUTY TOUR?**

The mission will initiate administrative check-out remotely and liaise with the individual GPP to facilitate check-out and return of UN property. All outgoing GPP are entitled for shipment of personnel effects. Missions will arrange shipment of their effects up to the maximum applicable entitlement on mission cost if the remote check out option is used.

## **WILL THE TOUR OF DUTY BE EXTENDED DUE TO COVID-19 MEASURES?**

If GPP who are away on leave/CTO are unable to return to the duty station before their tour of duty ends, missions can initiate extensions in line with regular procedures only if the GPP can reasonably fulfill their duties remotely. In all other cases, GPP will not be extended. Regular repatriation will be facilitated through remote check out.

If GPP who are away on official travel are unable to return to the duty station before their tour of duty ends, missions can initiate extensions in line with regular procedures if the GPP can reasonably fulfill their duties remotely. Missions can also initiate the extension of the tour of duty for GPP while on official travel as required for the duration of their absence until they can either return to their duty station for regular check out or to their home country, in which case check out will take place remotely.

The tour of duty for GPP who are in the duty station and unable to leave, may be extended as required in line with regular procedures, with approval of the proponent office and in coordination with the relevant Member State.

## **SHOULD CORRECTIONS GPP LEAVE THE MISSION EARLY SO THAT THEIR END OF TOUR INCLUDES ANY QUARANTINE REQUIREMENT IN THEIR HOME COUNTRY?**

In general, no. The quarantine measures applied by the contributing countries fall under their own purview and legislation and the mission should normally not take them into consideration when determining the repatriation date. If, however, a contributing country specifically requests that a GPP be repatriated two weeks before the usual repatriation date to allow for the quarantine period, such a request may be granted if operationally feasible. Such requests should be made by the respective Permanent Mission to the Justice and Corrections Service. Requests will be reviewed by JCS in consultation with the respective mission.

**SHOULD CORRECTIONS GPP UNDERGO QUARANTINE MEASURES BEFORE LEAVING THE MISSION?**

Only in cases where a contributing country has not set quarantine measures on their own, corrections GPP who are being repatriated shall undergo a 14-day quarantine period in the mission before leaving. All outgoing corrections GPP shall be screened in the 14-day period before departure, i.e. they shall be checked for signs and symptoms of Upper Respiratory Tract Infections such as fever, cough, sore throat. More information can be found in paragraph 28 of the quarantine guidance.



**IS QUARANTINE IN THE MISSION REQUIRED FOR CORRECTIONS GPP THAT ALREADY UNDERWENT QUARANTINE IN ENTEBBE WHILE TRANSITING?**

Quarantine requirements