



9 January 2017

Conditions of service in non-family duty stations

Introduction

1. This Directive is issued further to article 8 of the ILO Constitution which delegates overall responsibility to the Director-General for the efficient conduct of the Office.
2. The purpose of this Directive is to give effect to articles 3.11(d) and 3.11bis of the Staff Regulations, and to outline the specific benefits and entitlements applicable to staff serving in duty stations classified as non-family, consistent with those applied by most organizations with a field presence. These benefits comprise a non-family service allowance and danger pay, and are supplemented by rest and recuperation (R&R) travel, where applicable.
3. This Office Directive cancels and supersedes Office Directive, *Conditions of service in non-family duty stations*, IGDS No. 234 (Version 1) of 30 June 2011.
4. This Directive is effective as of 1 January 2017.

Scope

5. For the purpose of this Directive, non-family duty stations are those duty stations where the medium or longer term presence of non-essential staff, or of their recognized spouse and dependent children, is deemed dangerous or unsuitable for reasons of their safety and security.

Directive

6. The non-family service allowance is payable in addition to the normal hardship allowance at duty stations where eligible dependants are restricted from being present at the duty station for a period of six months or longer as determined by the International Civil Service Commission (ICSC).

Non-family service allowance (annual amounts in US dollars)	Dependency rate	Single rate
	19 800	7 500

7. Danger pay is a special non-pensionable allowance granted in accordance with article 3.11bis of the Staff Regulations. Danger pay is granted to officials who have

been requested to remain and report for work in duty stations where very dangerous conditions, such as war or active hostilities, prevail and where the evacuation of families and non-essential staff has taken place. The Chairman of the ICSC is responsible for authorizing the application of danger pay to a duty station, based on the recommendation of the United Nations Security Coordinator. The authorization is normally for a period of up to three months at a time, and is subject to ongoing review. The application of danger pay is lifted when dangerous conditions are deemed to have abated.

8. In order to periodically allow staff assigned to designated difficult duty stations to recover physically and mentally from the stressful environment in which they work, the Organization grants staff assigned to those duty stations Rest and Recuperation (R&R) at intervals determined collectively by field-based organizations.
9. The entitlement of ILO staff to R&R is determined in accordance with the eligibility conditions specified in the UNDP R&R Policy. Subject to other conditions specified in the R&R policy, an eligible ILO official receives for each R&R travel:
 - (a) five days of paid special leave not charged to annual leave;
 - (b) one day of travel time for each direction from the place of duty to the designated R&R location;
 - (c) the DSA applicable at the designated R&R location for up to six days (five days of special leave and one day of travel time);
 - (d) paid travel from the place of duty to the designated R&R location, either in a lump sum or in the form of the organization purchasing the ticket by the cheapest and most direct route.
10. The administration of R&R is decentralized to external offices. Queries concerning the administration of R&R entitlements shall be addressed to the responsible Regional Human Resources Partner at the Regional Office.
11. Any queries concerning this Directive should be addressed to HR/POL (HRPOL@ilo.org).

Greg Vines
Deputy-Director General
for Management and Reform