

EUROPEAN EXTERNAL ACTION SERVICE



Human Resources
Director



EUROPEAN
COMMISSION
DEVELOPMENT AND
COOPERATION-
The Director-Resources

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NOTE TO ALL THE STAFF IN EU DELEGATIONS

Subject: New measures on work-life balance for staff in Delegations

As a follow-up to both the Senior EUDEL Declaration of 26 April 2017 on measures to promote staff engagement in Delegations and recent EUDEL meetings, EEAS and Commission services have been working on a number of initiatives on how to improve the work-life balance for staff posted to the Delegations in third countries covered by Annex X to the Staff Regulations.

As a starting point, we have examined in detail the proposals submitted by staff representatives, including the constructive suggestions made by the CLP-HU in particular on leave issues in Delegations.

Amongst them, we have identified a number of areas where we consider that adjustments can be made without going against the intent of the legislator, as set out in the last revision of the Staff Regulations, to reduce the number of days of annual leave.

In particular, in view of the very specific challenges faced by our colleagues serving in our Delegations, we consider it reasonable and proportionate to implement the following measures, namely:

- Increase the number of home leave days;
- Grant additional days of special leave for removal intra-delegations and at the end of service.

We are therefore pleased to inform you that the EEAS and Commission have reached agreement at technical level on adjusting the number of days of home leave granted to staff serving in third countries. The foreseen changes will most benefit those staff serving at the greatest distances from HQ, particularly the more than 800 colleagues posted between 5,001 and 10,000 km and about 200 currently posted at more than 10,000 Km. There will be no change in the home leave allocation for staff posted at a distance of less than 2,000 km from

their place of origin, in order to ensure consistency and avoid discriminatory treatment of staff serving in HQ or in the Representation Offices within the EU.

The new allocation of home leave should apply as of 1 January 2019, once the necessary legal Decision(s) have been adopted.

	Current situation	As of 1 January 2019
0-2,000	2.5	2.5
2,001-5,000	3	+ 1 = 4
5,001-10,000	4	+ 1 = 5
Above 10,000	5	+ 2 = 7

Agreement has also been reached to grant additional days of special leave for removal, up to a maximum of four (two at the place of departure and two at the place of arrival), for staff posted to Delegations outside the territory of the EU. On the basis of (the attached EEAS note), this will be applied by EEAS time managers to all staff for which it is the AIPN moving to, from or between Delegations.

In the same vein, the EEAS will also grant two days of special leave for removal for staff leaving Delegations at the end of service (end of contract or retirement).

These provisions on special leave for removal will be implemented from 1 January 2018. Staff members are encouraged to consult the EU Delegations' Guide for further details, particularly relating to the submission of the necessary supporting documents.

There will be no change for staff in HQ who will continue to be entitled to a maximum of two days.

In addition, the EEAS is already acting on the recommendation to introduce teleworking in Delegations, with the launch on 1 January 2018 of a pilot project in four Delegations. The experiences gained during the pilot project will provide valuable input in assessing the requirements for a broader introduction of teleworking across the entire network.

We consider that these are important measures which will contribute to improving work-life balance for our staff serving in Delegations outside the EU.

We take this opportunity to thank the staff representatives for their valuable cooperation; we will continue to be fully committed to work closely with them for the benefit of the colleagues posted abroad,

Bjorn LARSSON

Luc BAGUR

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