

USHU Newsletter - MAY 2019

With your support we are "STRONGER TOGETHER"



USHU invites you to work closely with us to ensure that the competent USHU Core Team is aware of all the burning issues in each Delegation, in each region no matter how far away from Brussels you are.

Watch our **informative videos about USHU**: www.youtube.com/watch?v=wOIQ6PFFtO4

If you want to help USHU better support you, then join us and complete our NEW MEMBERSHIP form, also available on line "[USHU NEW BEGINNING](#)" & "[NEW PARTNERSHIP](#)" FORM 2019 (just copy the link into *Google Chrome* or *Firefox*)

Why Not Join our FB page too on : www.facebook.com/groups/USHU.EUDelegations

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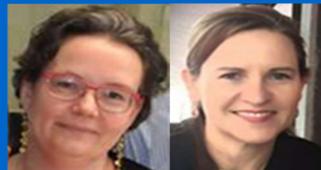
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EUD Tunisia, EUD Paraguay

SPECIAL LEAVE for Administrative & Medical Purposes

Legal Basis: Decision of the Director General "Budget and Administration" of the European External Action Service on Special Leave. Decision ADMIN(2016) 3 of 22/02/2016 : <http://intragate.ec.europa.eu/eeas/eeaszone/general/2016-0>

After the debacle of the 2014 reform and substantial reduction of annual leave entitlement of staff in EU Delegations (43% decrease from 42 to 24 days), one of the limited achievements of unions was the successful negotiation with the Administration for a Special Leave for Administrative Procedures and Medical Examinations. This is of limited comfort, but still it can help some staff and more Delegation staff must become aware of this option. This can be easily requested in SYSPER and the supporting documentations sent subsequently to the GECCO – it can run quite smoothly when you know how. It seems few staff are aware of this option and few request it so we urge you to become more informed and use it to help yourself.

How to utilize this RIGHT:

- **Leave for administrative procedures, max 1 day**

Whilst the content of the Decision refers mainly to official information required from an Embassy (passport etc) where such offices are not present in your country of posting, it is possible to request other types of administrative transactions for consideration as long as you provide a clear justification. So, if you go back to your country and go to your municipal authority to request a document or go to your revenue authority to pay your taxes, this could also be eligible for Special Leave. The practice is to grant a half a day of special leave for each appointment. So, with two appointments you could normally request a full day. Be ready to provide a solid argument (or even supporting documents) that evidence your personal physical presence is required.

- **Leave for medical examination, max 2 days**

This type of leave for medical purposes is NOT linked to the Medical Service (an opinion from the medical services is not required) nor is this linked to evacuation procedures (which require a much heavier procedure). This is an ad hoc special leave conceived with the purpose of providing you with the opportunity during your annual, rest leaves, or missions in the EU, to allocate up to 2 special leave days for medical purposes including a range of appointments outside your normal place of work.

Priority is given to staff posted in third countries where the LCA "Health" indicator has a score of 3 or more (difficult), 4 (very difficult) or 5 (extremely difficult).

PART-TIME Work in Delegations

One way of modernizing the workplace is through promoting part-time work which can represent a win-win situation! For many staff, part-time work allows for a **better work-life balance** and often leads to **increased productivity** by lowering employee stress, health risks and absenteeism.

USHU is regularly contacted by staff about whether certain rights relating to Part-Time work are in fact "applicable" to colleagues serving in Delegations. Clearly a right is an entitlement that cannot be denied and therefore must be applied in all places of work including EU Delegations in third countries. At times, the implementing rules may need to be adapted to local contexts, however your right is never violated and USHU confirms that staff in Delegations may indeed apply for Part-Time Work.

Indeed staff have the RIGHT to work PART-TIME in the following cases:

to care for a child

- aged 9 or under, or a child aged between 9 and 12 (in the second case, the reduction in working time cannot exceed 20% of normal working time).
- to care for a dependent child until they reach the age of 14, when the official is a **single parent**,
- in cases of serious hardship, to care for a dependent child until they reach the age of 14 if the reduction in working time is no more than 5 % of normal working time (part-time working at 95%). Please note: This is a temporary measure (max. 6 months renewable), allowed exceptionally and must relate to a specific situation, which will need to be properly justified by the official. Where both parents are employed in the service of the Union, only one can be entitled to such reduction in accordance with this arrangement.

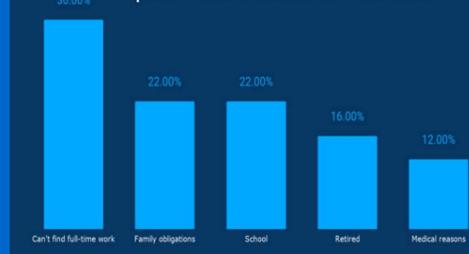
to care for a seriously ill or disabled relative

- (spouse, relative in the ascending or in the descending line, brother or sister). Part-time work may be authorised for up to a maximum total of five years over an official's career,

to take part in further training

- Requests may be refused or postponed in the interests of the service but only in exceptional cases and where fully justified. Part-time work may be

Survey: Staff say why they work part-time instead of full-time



USHU was created in 2008 to ensure that your needs are not simply ignored at HQ but that they are the centre of the agenda in Social Dialogue meetings.



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authorized for up to a maximum total of five years over an official's career

before retiring

- during the last three years before reaching pensionable age, but not before the age of 58. In this case, the appointing authority may refuse authorisation or postpone its date of effect only in exceptional circumstances and for overriding service-related reasons. NB: For officials whose pensionable age is less than 65 years, the period of three years referred to in point (g) of Article 55a(2) of the Staff Regulations may exceed their pensionable age, without however exceeding the age of 65 years.

For more information, please click on the following link where DG HR provides extensive information :

<https://myintracomm.ec.testa.eu/staff/EN/working-conditions/flexible-environment/Pages/part-time-work.aspx>

2019 - USHU New Beginning & New Partnership

In 2019, **USHU** continues its "**NEW BEGINNING**" and "**NEW PARTNERSHIP**" campaign for Staff in EU Delegations. With the active participation of **USHU** members, we will strengthen **USHU** to represent you better.

We acknowledge that not all staff wish to be engaged at the same levels so we offer you a differentiated approach and allow you to decide how involved you want to become.

USHU requests its **existing members** to renew their membership by completing the **2019 "NEW PARTNERSHIP" FORM** as by paying the annual fee (the least required by any Union – an annual fee of only 12€, accessible to all categories of staff in Delegations). Consult our website www.us-hu.eu and learn more, join our Facebook page www.facebook.com/groups/USHU.EUDelegations and view our series of short USHU videos.

USHU: RELENTLESSLY WORKING 4 YOU!

"THERE IS A LIMIT WHAT WE CAN ACHIEVE ALONE BUT THERE ARE NO LIMITS TO WHAT WE CAN ACCOMPLISH TOGETHER".

USHU Elected Members to the CLP HU 2019-2021

 Helen CONEFREY EUD Paraguay	 Livia GALITA EUD Jamaica	 Alessandro LIAMINE EUD Uzbekistan	 Angela MULENGA EUD Zambia
 Dimitrije STANKOVIC EUD Serbia	 Helen HENDERSON EUD Washington	 Jordi CARRASCO-MUNOZ EUD Lebanon	 Michael STEFFENS EUD Jordan

USHU Regional Ambassadors / Focal Point of Contacts (FPoC)

 Karoly SOOS EUD Bosnia and Herzegovina	 Betty Diana VARGYAS EUD Zambia	 Arja KILPELAINEN-HAMMOUCHE EUD Egypt	 Mary HORVERS EUD Tunisia	 Sarah BERNHARDT EUD Chad		
 Sunil KUMAR EUD India	 Eyal INBAR EUD Israel	 Ranjan SHRESTHA EUD Nepal	 Aminata ONGOIBA EUD Mali	 Titus ENDJALA EUD Namibia	 Omar ABU EID EUD Jordan	 Elena LEVCHENKO EUD Kazakhstan

FPoC for subjects:

- Harrasment & Stress @ work, ICV - LGA
- EDU Allowance B, CAS Mobility
- CAs / AST /AD working conditions in EU DEL, CP for CAs
- Work - Life balance, Flexitime @ Teletworking
- JISS, EDU Allowance B, Mobility, CCP for CAs
- LA's FWR, CSISLA
- LA's Salary review, LA's FWR, Flexitime, Harrasment
- Promotion, Complaint handling, LA working conditions
- LA working conditions
- LA's FWR, LA's Salary Review
- LA working conditions
- USHU Confidential Counselor for LA.

