World Bank Group
Directive

Staff Rule 6.15 - Emergency Travel

Bank Access to Information Policy Designation
Public

Catalogue Number
HRD3.01-DIR.151

Issued
November 13, 2019

Effective
November 13, 2019

Content
The purpose of the benefits in this Rule is to provide for the travel of staff members, their spouse, or their domestic partner upon the death or memorial service of a member of the immediate family away from the staff member's duty station area.

Applicable to
IBRD, IDA, IFC, MIGA, ICSID

Issuer
Vice President, HRDVP; Executive Vice President and Chief Executive Officer, MIGEX; Chief Executive Officer, IFCEO

Sponsor
Director, HRDPC; Director, CHRDR; Director, HRDCS
SECTION I – PURPOSE AND APPLICATION

1.01 This Directive, Staff Rule 6.15, "Emergency Travel" (hereinafter Rule) sets forth provisions governing the emergency travel of Staff and their spouse/Domestic Partner upon the death or Memorial Service of a member of their Immediate Family away from the Staff’s Duty Station Area. Staff Rule 6.06, "Leave," sets forth the provisions governing leave applicable in such circumstances.

1.02 This Rule applies to Staff holding Regular, Open-Ended, Term, Local Staff Regular, or Executive Director’s Advisor appointments of the World Bank Group.

SECTION II – DEFINITIONS

2.01 Capitalized terms in this Directive have the meanings ascribed to them in Staff Rule 1.01, "General Provisions," and as follows:

a. Child: refers to a natural son or daughter or a legally adopted son or daughter for whom the World Bank Group has determined that "bona fide" parental relationship exists.

b. IBRD: International Bank for Reconstruction and Development.

c. ICSID: International Centre for Settlement of Investment Disputes.

d. IDA: International Development Association.

e. IFC: International Finance Corporation.

f. Memorial Service: refers to the ceremony commemorating the death of a member of the Immediate Family.

g. MIGA: Multilateral Investment Guarantee Agency.

h. Staff: means persons holding an appointment under Staff Rule 4.01, "Appointment".

i. World Bank Group or WBG: The common name used for concurrent identification of all the WBG Institutions.

j. WBG Institution or Institutions: Any one of the International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), International Finance Corporation (IFC), Multilateral Investment Guarantee Agency (MIGA), and International Centre for Settlement of Investment Disputes (ICSID).

k. World Bank: IBRD or IDA, or both, as applicable.
SECTION III – SCOPE

03. General Provisions

Eligibility

3.01 When the death or Memorial Service occurs away from the Duty Station Area, emergency travel is provided for:

a. the Staff, if the deceased is the Staff’s spouse/Domestic Partner; or

b. the Staff or the Staff’s spouse/Domestic Partner, if the deceased is a Child or Parent of the Staff or of the spouse/Domestic Partner; or

c. the Staff’s spouse/Domestic Partner, if the deceased is the Staff. In the event of the death of a Staff who has no spouse/Domestic Partner, emergency travel may be provided for a close relative or other person who arranges for the Memorial Service as determined by the Manager, HR Operations, or his/her designee.

Travel Benefit

3.02 For each death, only one round-trip economy-class air ticket is provided by the most direct and cost-effective route, as determined by the Travel Office, between the Duty Station Area and the nearest airport to the place of death or Memorial Service. Less than full-fare tickets are issued when available. Higher class tickets are reimbursed only up to the economy class fare. If emergency travel is undertaken entirely by surface transportation, travel is reimbursed either on a mileage basis, for travel by private or rental automobile, in the amount specified in Directive/Procedure, "Official Travel Expenses – Payment and Reimbursement," or first-class rail travel, but not exceeding the cost of travel by economy class air. No excess baggage, in/out, stopover, or other transport expenses or incidental expenses is reimbursed by the Relevant WBG Institution.

Time Limit for Usage

3.03 Travel commences within 30 days after the death, except that, for good reason, the Manager, HR Operations, or his/her designee, extends this period further.

Documentation

3.04 The trip is certified within 90 calendar days of the travel being authorized. The boarding pass, and a copy of the death certificate of the deceased, or other evidence of death or Memorial Service satisfactory to the Manager, HR Operations, or his/her designee, is submitted. If such evidence is not submitted within 90 calendar days, the Manager, HR Operations, or his/her designee, directs that the
cost of the ticket be deducted from salary and other amounts due the Staff from the Relevant WBG Institution which are subject to assignment to the World Bank Group.

04. Coordination with other Travel

Operational Travel

4.01 When a Staff who may use emergency travel is located, as a result of operational travel, at a place other than the Duty Station Area or the place of death or Memorial Service, emergency travel is authorized from the place where the Staff is located to the place of death or Memorial Service, with a return to either the mission location or the Duty Station Area.

Benefit or Personal Travel

4.02 When a Staff person who may use emergency travel is located, as a result of benefit or personal travel, at a place other than the Duty Station Area, emergency travel is authorized from the place where that person is located to the place of death or Memorial Service with a return to either that place or the Duty Station Area. In such cases, the cost borne by the Relevant WBG Institution does not exceed the cost of an economy class ticket from the duty station to the place of death or Memorial Service.

Conversion of Other Benefit Travel to Emergency Travel

4.03 If the death occurs while the Staff or the Staff's spouse/Domestic Partner is en route to or already at the place of death or Memorial Service, as a result of home country or education travel, a Staff may elect to convert the home country or education travel entitlement for the person who ordinarily is eligible for emergency travel into emergency travel. Any such request is submitted within 90 calendar days following the date of death of the member of the Immediate Family or the traveler's return to the duty station, whichever is later. If reimbursement for emergency travel is made under this paragraph, the home country travel or education travel remains authorized subject to the conditions and provisions originally applicable under Staff Rule 6.13, "Home Country Travel," or Staff Rule 6.14, "Education Benefits" and the Staff provides certification that such travel was undertaken. If such certification cannot be provided, the Staff repays the Relevant WBG Institution all allowances, grants, and travel costs advanced for that purpose.

Conversion of Personal Travel to Emergency Travel

4.04 If a Staff spouse/Domestic Partner travels at his/her own expense;

a. upon either the death of a member of the Immediate Family, or;

b. to visit a critically ill member of the Immediate Family and that person dies within 90 calendar days of the traveler's departure from the Staff's Duty Station Area;
the Staff may, subject to the cost limit of an economy class ticket from the duty station to the place of death or Memorial Services, request retroactive reimbursement for such travel in lieu of claiming the travel benefit established in this Rule. Any such request is submitted, together with a, boarding pass, and proof of purchase, within 12 months following the completion of emergency travel. A Staff who obtains airfare for emergency travel at no cost via a commercial frequent flyer program may, within 12 months following emergency travel, request reimbursement for taxes and fees which were applied to such airfare in lieu of claiming the emergency travel benefit described in this Rule. Any such request is limited to the cost of an economy class ticket from the duty station to the place of death or Memorial Service.

05. Bank Group Couples

5.01 When both spouses/Domestic Partners are World Bank Group Staff, and both are eligible for the emergency travel benefit, only one Staff claims this benefit.

SECTION IV – EXCEPTION

None

SECTION V – WAIVER

The Issuers, or their designees, may waive any provision of this Rule, with respect to their Staff, with advice from the World Bank Group Human Resources Vice President.

SECTION VI – OTHER PROVISIONS

None

SECTION VII – TEMPORARY PROVISIONS

None

SECTION VIII – EFFECTIVE DATE

This Directive is effective as of the date on its cover page.

SECTION IX – ISSUER

This Directive's Issuers are as stated on its cover page.

SECTION X – SPONSOR

This Directive's Sponsors are as stated on its cover page.
Questions regarding this Directive should be addressed to the Sponsor.