

UNITED NATIONS NATIONS UNIES

SECRETARY-GENERAL'S BULLETIN NO. 3, REVISION 1

To: Members of the Staff of the United Nations

Subject: PROVISIONAL STAFF RULES PERTAINING TO LEAVE

This Revision entirely supersedes Sections IV and V of the Provisional Staff Rules (SGB/3, 9 March 1946), i.e., all previous instructions concerning leave. It liberalizes, clarifies, or merely carries forward all previous rules pertaining to annual and sick leave and adds a brief section on Leave Without Pay.

SECTION IV - ANNUAL, SPECIAL AND HOME LEAVE

Rule 9. Accrual of Annual Leave

- (a) Annual leave accrues to all staff members (including those in the hourly rate category, but excluding those paid only "when actually employed") at the cumulative rate of two and one-half working days for each calendar month or fraction thereof during which the staff member has been in pay status with the United Nations, including the Preparatory Commission and the Executive Committee in London.
- (b) Unused annual leave may be accumulated to the credit of a staff member up to a maximum of one hundred working days.
- (c) Annual leave does not accrue to an individual while he is on loan to the United Nations and who continues to receive from his regular employer his leave or compensation therefor, or on leave without pay from United Nations or during suspension from duty for a period regarded as sufficiently long to warrant adjustment of individual leave credits.

Rule 10. Granting and Taking of Annual Leave

- (a) As a general practice, members of the staff should take at least half of their annual leave in the course of the year in respect of which the leave is due.

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(b) Ordinarily annual leave will be taken only after it has accrued. It may be granted in limited amounts in advance of having accrued to staff members who need it and who are likely to remain with United Nations for a future period beyond that necessary to accrue the leave advanced. The maximum amount of annual leave which may be advanced is ten working days.

(c) Annual leave covers periods of absence with pay (other than sick leave, etc.) on days when the staff member would otherwise be scheduled to work. Annual leave may be taken by staff members on annual salary in units of days and half days. Annual leave taken by staff members in the hourly rate category will be taken in hourly units.

Rule 11. Termination Payments for Unused Annual Leave or Excess Leave Taken

(a) On leaving the service of the United Nations, a member of the staff who has not exhausted the annual leave to which he is entitled shall be paid an equivalent sum of money in lieu thereof.

(b) On leaving the service, a member who has taken advance annual leave beyond that subsequently accrued shall make restitution for such leave, either by accepting a deduction from any amount owed him by the United Nations or by cash refund. Under exceptional circumstances, "special leave" under Rule 12 may be authorized in lieu of restitution.

Rule 12. Granting of Special Leave

Special leave with pay may be granted for advanced study or research in the interest of United Nations, or for other exceptional or urgent reasons. Such leave is subject to prior approval by the Bureau of Personnel upon recommendation of the appropriate Assistant Secretary-General.

Rule 13. Home Leave

A staff member who is not a citizen of the country in which his regular duty station is located and whose normal place of residence is outside of such country, shall, in addition to annual leave, be entitled every two years to home leave consisting of twelve working days plus actual traveling time by an approved route to and from the place recognized as the staff member's home at the time of his initial appointment. A member of the staff

who is a citizen of the country in which his regular duty station is located shall be entitled to actual traveling time only.

Rule 13 (A) Conditions of Leave

(a) Annual, special, and home leave shall be subject to the exigencies of the service, due consideration being given to the personal circumstances and preferences of the member of the staff.

(b) Such leave should always have appropriate supervisory approval before it is taken. Approval of any substantial period of leave should be obtained at least two weeks before the starting date.

SECTION V - SICK LEAVE AND MATERNITY LEAVE

Rule 13 (B) Definition of Sick Leave

Sick leave is leave of absence with full pay which a staff member may take when incapacitated from the performance of his duties by illness or injury.

Rule 14. Accrual and Advancing of Sick Leave

(a) Members of the staff are entitled to accumulate sick leave at the rate of one and one-half working days per calendar month on full pay.

The maximum amount of sick leave which may be accumulated is ninety working days.

(b) A staff member may, if necessary, be advanced sick leave, the amount of which will not ordinarily exceed thirty working days. In special cases of extended illness, additional sick leave may be advanced by the Bureau of Personnel.

(c) In the case of staff members on an annual salary, sick leave may be taken in units of days and half days. Sick leave taken by staff members in the hourly rate category will be taken to the nearest hour.

Rule 15. Additional Sick Leave on Half Pay

After exhausting accumulated sick and annual leave, permanent staff members with more than three years' service may be granted additional sick leave on half pay up to a maximum of six calendar months.

Rule 16. Medical Certificate

A member of the staff, who is entitled to sick leave and who is absent

on account of illness or accident for more than three consecutive working days, shall file a certificate from a duly qualified medical practitioner indicating the nature and probable duration of the illness and stating that the staff member is unable to perform his duties. In cases of continued illness, a further certificate shall be filed at the end of each ten working days.

Rule 17. Limit of Non-Certificated Leave

After a staff member has taken periods of non-certificated sick leave totalling more than twelve working days within twelve consecutive calendar months, any additional sick leave of whatever duration shall either be supported by a medical certificate or deducted from annual leave.

Rule 18. Provisions Relating to Termination

(a) In the event of protracted sickness, the appointment of a staff member may be terminated on grounds of ill health.

(b) Upon termination of service, a staff member is required to make restitution by deduction from any amounts owed him by United Nations or by cash refund for any sick leave taken beyond that accrued, except insofar as advanced leave may have been granted under Rule 15.

(c) Upon termination of the appointment of a staff member, he has no further claims to sick leave.

Rule 19. Maternity Leave

Permanent staff members, whose application is supported by a medical certificate, shall be allowed maternity leave on full pay, which shall not count as sick leave, for a period not exceeding six weeks before and six weeks after confinement. The leave period after confinement shall be obligatory, and after the expiration of this leave nursing mothers may be allowed extra time off.

SECTION V (A) - LEAVE WITHOUT PAY

Rule 20. Leave Without Pay

Leave without pay may be granted to a staff member to the extent of thirty

consecutive calendar days by the appropriate executive officer, and additional amounts, upon prior approval by the Bureau of Personnel.

By Direction of the Secretary-General

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