

UNITED NATIONS

NATIONS UNIES

SECRETARY-GENERAL'S BULLETIN No. 3

TO: Members of the Staff of the United Nations

PROVISIONAL STAFF RULES

1. As recommended by the General Assembly, I have approved the attached Provisional Staff Rules which amplify the regulations adopted by the General Assembly. The Provisional Staff Rules will be the subject of review after the appointment of the Assistant Secretary-General in charge of Administrative and Financial Services.
2. All staff members should familiarize themselves with the Staff Regulations and the Provisional Staff Rules which will govern their service with the United Nations.

TRYGVE LIE

Secretary-General

PROVISIONAL STAFF RULES

SECTION I. APPOINTMENT

Rule 1. Application

A record shall be kept of the current applications for employment in the Secretariat which appear to merit consideration. Definite time periods shall be established for each main category of posts after which applications shall be considered to be invalid. The valid applications of persons who appear to possess suitable qualifications shall be examined whenever it is proposed to make a new permanent appointment.

Rule 2. Letter of Appointment

Upon appointment every member of the staff shall receive a letter of appointment signed by, or on behalf of, the Secretary-General. This letter shall cover the following conditions: the classification category, if any; the initial salary rate and other basis of remuneration; the tenure of appointment; the period of probation, if any; and any special conditions which may be applicable to the appointment. The letter shall state that the appointment is subject to the Staff Regulations and Staff Rules of the United Nations, a copy of which shall be attached, and to all supplements and amendments which may be made thereto. The appointee in accepting appointment shall sign and return to the Secretary-General a letter of acceptance which states that he agrees to the conditions set forth in the letter of appointment and subscribes to the oath of office in Regulation 2 of the Staff Regulations. The letter of appointment and the letter of acceptance shall constitute the contract of employment.

Rule 3. Assignment to Duties

Members of the staff shall be assigned their duties by the Secretary-General or by his authorized representatives. Subject to the terms of his appointment a staff member may be required to work in any department or activity of the Secretariat, but in making assignments the qualifications of each individual shall receive consideration.

Rule 4. Medical Examination

Staff members prior to their appointment, shall be required as a rule to undergo an examination by a qualified member of the medical profession. No appointment shall be confirmed until the medical staff of the Organization has issued a certificate that the employee is free from any defect or disease that would interfere with the proper discharge of his duties.

SECTION II PROBATION

Rule 5. Duration of Period

The period of probation shall be twelve months, except when otherwise provided in the letter of appointment.

Rule 6. Reports

At least one month before the end of a probationary period, the superior officer of the appointee shall submit a report evaluating his performance and official conduct and making a specific recommendation as to whether the appointment should be confirmed.

SECTION III. HOURS OF WORK

Rule 7. Work Week

The normal work week for the staff of the Secretariat shall be forty hours exclusive of meal times.

Rule 8. Sundays and Holidays

Except in cases of necessity, attendance at the office of the Organization shall not be required on Sunday or on such public holidays as the Secretary-General may decide.

*SECTION IV. ANNUAL LEAVE AND SPECIAL LEAVE

Rule 9. Annual Leave Rate

Annual leave on full pay shall be granted to members of the staff in accordance with the following provisions:

(a) All staff members who are appointed for periods of one year or longer, at the cumulative rate of two and one-half working days for each completed month of service.

(b) Staff members, other than United States citizens, whose normal place of residence is outside the United States, shall in addition be entitled every two years to home leave consisting of twelve working days plus actual travelling time, by an approved route, to and from the place recognized as the staff member's home at the time of his initial appointment; members of the staff who are United States citizens shall be entitled to actual travelling time only.

(c) Staff members who are appointed for periods of less than one year, at the rate of two and a half working days per each completed month of service, provided that no part of such leave may be taken until at least three months' service has been completed.

*Note: The foregoing rules relating to Annual Leave and Special Leave should be applied, mutatis mutandis, to staff serving away from Headquarters.

Rule 10. Taking of Annual Leave

As a general practice members of the staff shall take at least half of their annual leave in the course of the year in respect of which the leave is due. The remainder of the leave due for the year may be carried forward and added to the leave earned in subsequent years, provided always that the total amount of accumulated annual leave shall not exceed one hundred working days.

Rule 11. Cash Payment in Lieu of Annual Leave

On leaving the service of the United Nations for any reason except summary dismissal, a member of the staff who for reasons of service has been unable to exhaust the annual leave to which he is entitled, before the end of his appointment, shall be paid an equivalent sum of money in lieu thereof.

Rule 12. Granting of Special Leave

Special leave, with or without pay, may be granted for advanced study or research in the interest of the United Nations or for other exceptional or urgent reasons.

Rule 13. Conditions of Leave

Annual or special 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.

SECTION V. SICK LEAVE AND MATERNITY LEAVE

Rule 14. Rate of Accumulation

Members of the staff shall be entitled to accumulated sick leave at the rate of one and one-half working days per month on full pay. The maximum of sick leave which may be accumulated shall be ninety working days. During the first six months of service members of the staff may anticipate the accumulation of sick leave up to a maximum of nine working days.

Rule 15. Additional Sick Leave

After exhausting accumulated 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 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. The Secretary-General may designate a medical officer to visit staff members who are on sick leave.

Rule 17. Limit of Non-certificated Leave

If the number of working days during which a member of the staff entitled to sick leave is absent in any period of twelve consecutive months without producing an appropriate certificate exceeds twelve in the aggregate, the number in excess of twelve shall be deducted from his annual leave.

Rule 18. Sick Leave Without Pay

After the exhaustion of the sick leave allowed under these rules additional sick leave without pay may be granted. In the event of protracted sickness, the appointment may be terminated on grounds of ill health.

Rule 19. Effect of Termination

The termination of appointment shall, on the date on which the appointment ends, cancel any claim which a member of the staff may have to sick leave.

Rule 20. Maternity Leave

Permanent members of the staff 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 shall be allowed extra time off.

SECTION VI. RESIGNATION AND TERMINATION OF APPOINTMENT

Rule 21. Notice

Any permanent member of the staff may resign his position on giving three months notice in writing. The Secretary-General may, at his discretion, accept resignations on shorter notice.

Rule 22. Service Certificate

Any member of the staff who so requests, shall, on leaving the service of the United Nations, be given a certificate relating to the nature of his duties and the length of his service. On the written request of the staff member concerned, the certificate shall also refer to the quality of his work and his official conduct.

Rule 23. Tenure of Appointment

Subject to the provisions of the Staff Regulations and his contract, the tenure of appointment of every staff member shall be conditional upon good conduct and the efficient performance of his duties.

SECTION VII. DISCIPLINARY MEASURES

Rule 24. Types of Disciplinary Measures

Disciplinary measures may be imposed upon any staff member in the event of misconduct or unsatisfactory work. In order of severity, disciplinary measures shall include oral warning, written censure, transfer to an inferior post, reduction of salary, suspension with or without pay, discharge or summary dismissal. If a charge of serious misconduct is made against a member of the staff and the Secretary-

General considers that the charge is prima facie well founded and that the staff member's continuance in office pending an investigation of the charge would prejudice the service, the staff member may be suspended from his functions pending investigation, the suspension being without prejudice to the rights of the staff member.

Rule 25. Discharge

Only the Secretary-General or his authorized deputy may order the discharge of a member of the staff, who shall be given a prior opportunity to state his case in writing.

SECTION VIII. TRAVELLING EXPENSES AND ALLOWANCES

Rule 26. Eligibility for Travelling Expenses and Allowances

A member of the staff shall receive travel expenses and allowances in respect to himself, his wife and dependent children in accordance with the provisional travel and subsistence rules. He will also be reimbursed for the cost of moving household goods and other personal effects in accordance with the provisional rules for the reimbursement of removal expenses. On leaving the service of the Secretariat a member of the staff will be entitled to travel and removal expenses in respect of himself, his wife and dependent children under the provisional travel and subsistence rules and the provisional rules for the reimbursement of removal expenses.

SECTION IX. PROVIDENT FUND

Rule 27. Contributions and Benefits

As from the date of his appointment every staff member shall contribute to the Staff Provident Fund and shall receive benefits in accordance with the provisional Staff Provident Fund Rules.

SECTION X. GENERAL

Rule 28. Effective Date

These rules shall be effective as of 16 February 1946.

TRYGVE LIE
Secretary-General