

GENERAL
ST/SGB/94/Rev.4/Amend.11
17 February 1958


SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

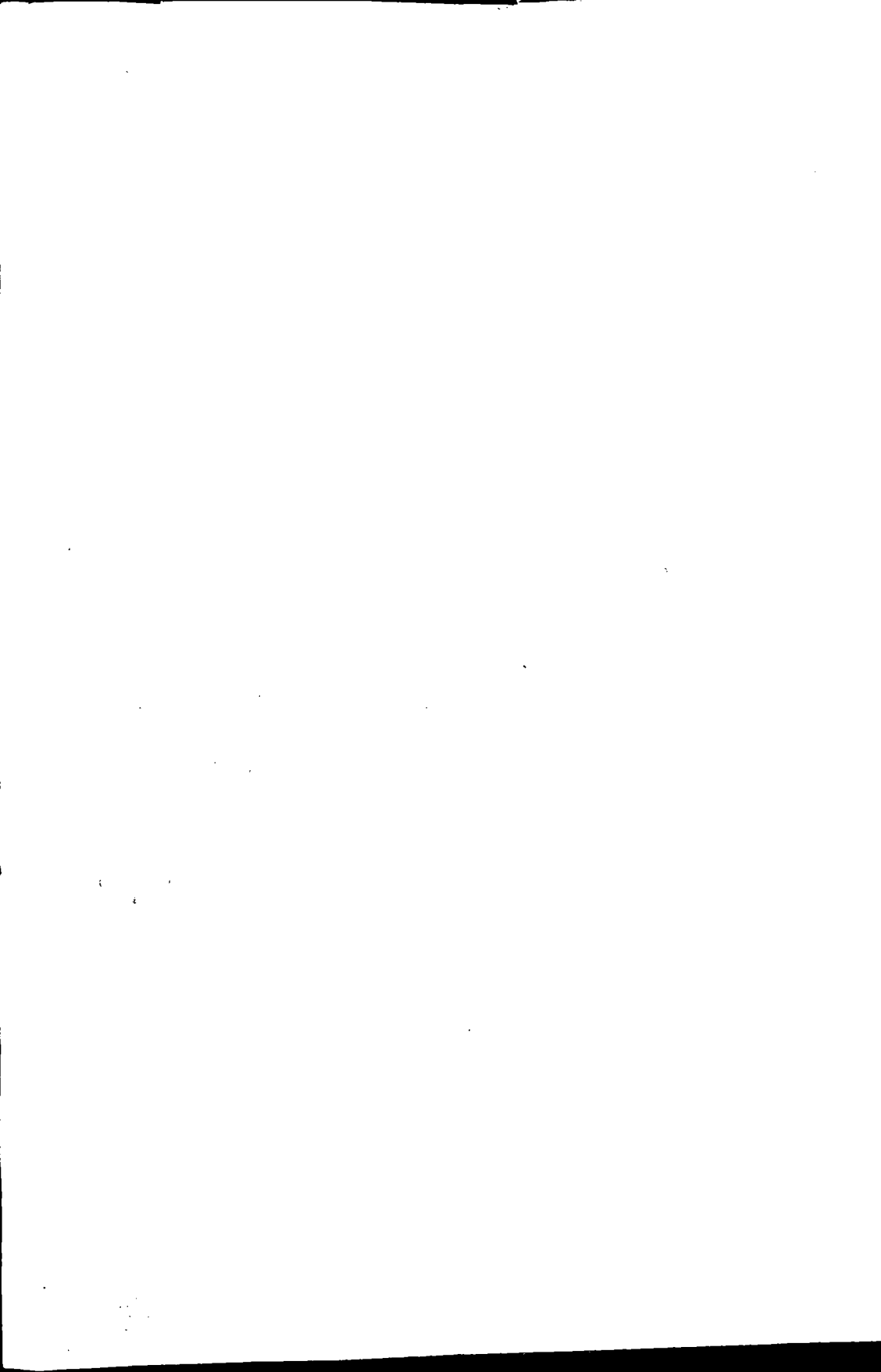
Subject: STAFF RULES

1. The purpose of this Bulletin is to provide a new Staff Rule concerning Assignment Allowance (Rule 103.22) and amendments to Staff Rule 106.2 dealing with sick leave, and to Staff Rule 106.3 dealing with maternity leave. These rules implement conclusions reached by the General Assembly at its eleventh session.

2. These rules are effective 1 March 1958, with the provision that assignment allowance will become payable to eligible staff serving at offices outside the headquarters areas of the United Nations and Specialized Agencies (New York, Geneva, Paris, Rome, Montreal, Washington D.C.) as of 1 September 1957; and further provided that due regard will be paid to transitional arrangements in sick leave and maternity leave made since the issuance of Information Circular ST/ADM/Ser.A/411 dated 20 March 1957, which announced these conclusions of the General Assembly.



Dag HAMMARSKJOLD
Secretary-General



Rule 103.22

Assignment Allowance

- (a) Subject to transitional arrangements where a mission subsistence allowance is presently being paid, when staff members are assigned to a duty station outside their home countries for one year or more but for less than five years, the Secretary-General shall decide whether to pay the cost of removal of household goods and personal effects under Rule 107.27 or to pay an assignment allowance at the following annual rates:

	<u>Single rates</u>	<u>Dependency rates</u> <u>(spouse or child)</u>
Field Service, General Service, P-1 and P-2.	\$800	\$1,000
P-3 and P-4.	\$950	\$1,200
P-5 and above.	\$1,100	\$1,400

- (b) The rate of assignment allowance applicable to staff members with dependants shall be paid to a staff member if either his spouse or child is recognized as dependent upon him for main and continuing support. Where both husband and wife are staff members of the United Nations, adjustments will be made to ensure appropriate payment of assignment allowance to the household.
- (c) The decision to grant removal expenses under Rule 107.27 or an assignment allowance shall be made with the following considerations in mind:
- (i) The assignment allowance will normally be paid in the case of initial fixed-term appointment or of temporary assignment for a period of one year or more but less than five years to a duty station outside the cities in which the Headquarters of the United Nations or the Specialized Agencies are located.
- (ii) As far as duty stations in the cities in which the Headquarters of the United Nations or the Specialized Agencies are located are concerned:
- (A) The provisions of Rule 107.27 will normally be applied upon initial appointment and when a staff member is assigned to such a duty station for an indefinite period which is expected to exceed two years.
- (B) An assignment allowance will normally be paid when a staff member is assigned to such a duty station for a period of at least one year but less than two years.
- (C) A decision based on the circumstances of the case will be taken when a staff member is assigned to such a duty station for a period of at least two years but less than five years.

- (d) Normally assignment allowance will not be paid in respect of a staff member's assignment to a duty station for less than one year; however, appropriate travel subsistence payments will be made where no assignment allowance is paid.
- (e) The assignment allowance shall not be paid to a staff member for more than five years in respect of service at one duty station.
- (f) "Home country" for the purposes of this rule shall be determined on the same basis as the country of home leave entitlement under Rule 105.3.

Rule 106.2

Sick Leave

(a) Staff members who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:

- (i) All sick leave must be approved on behalf of the Secretary-General.
- (ii) A staff member holding a fixed-term appointment for less than one year shall be granted sick leave credit at the rate of 2 working days per month of contractual service.
- (iii) A staff member holding a probationary appointment, an indefinite appointment or a fixed-term appointment of one year or longer shall be granted sick leave up to three months on full salary and three months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed eighteen months, nine months on full salary and nine months on half salary.
- (iv) A staff member who holds a permanent or regular appointment shall be granted sick leave up to six months on full salary and six months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed eighteen months, nine months on full salary and nine months on half salary.
- (v) Staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury. Where practicable they should, before absenting themselves, report to the United Nations Medical Officer.
- (vi) Except with the approval of the Secretary-General, no staff member may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he is unable to perform his duties and stating the nature of the illness, and the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member.
- (vii) After a staff member has taken periods of non-certified sick leave totalling seven working days within a leave year, any further absence from duty within that year shall either be supported by a medical certificate or deducted from annual leave or charged as special leave without pay.

- (viii) A staff member may be required at any time to submit a medical certificate as to his condition or to undergo examination by a medical practitioner named by the Secretary-General. Further sick leave may be refused or the unused portion withdrawn if the Secretary-General is satisfied that the staff member is able to return to his duties, provided that if the staff member so requests the matter shall be referred to an independent practitioner or a medical board acceptable to both the Secretary-General and the staff member.
- (ix) A staff member shall not, whilst on sick leave, leave the area of the duty station without the prior approval of the Secretary-General.
- (b) When sickness of more than three consecutive working days occurs within a period of annual leave, including home leave, sick leave may be approved on production of an appropriate medical certificate or other satisfactory evidence. In such circumstances, a staff member should submit his request for sick leave together with supporting certificate or other evidence as soon as practicable, and in any event immediately on his return to duty.
- (c) A staff member shall immediately notify the United Nations Medical Officer of any case of contagious disease occurring in his household or of any quarantine order affecting his household. A staff member who, as a result of these circumstances, is directed not to attend the office shall receive his full salary and other emoluments for the period of authorised absence.
- (d) Entitlement to sick leave shall lapse on the final date of a staff member's appointment.

Rule 106.3

Maternity Leave

- (a) A staff member who will have served continuously for one year at the anticipated time of confinement:
- (i) Shall be entitled to absent herself from her duties until the date of confinement upon producing an acceptable medical certificate that her confinement will probably take place within six weeks.
 - (ii) Shall not be permitted to work during the six weeks following confinement.
 - (iii) Shall receive maternity leave on full pay for the entire duration of her absence in accordance with (i) and (ii) above. No miscalculation on the part of the doctor or midwife as to the date of the confinement shall prevent the staff member from receiving full pay to the actual date of confinement.
- (b) A staff member with less than one year of continuous service at the anticipated time of confinement shall be given her accrued annual leave, and on her request, special leave without pay for the balance of her absence in accordance with (i) and (ii) of paragraph (a).
- (c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.
- (d) Return to duty after maternity leave shall be approved by the United Nations Medical Officer on the basis of a medical certificate.
- (e) Annual leave shall not accrue during maternity leave.
- (f) Qualifying service shall not be considered as lost by periods of special leave with partial pay or without pay or suspension from duty without pay, but service credit towards maternity leave shall not accrue during full months in such status. Periods of less than one month in such status shall not affect the ordinary rates of accrual.
- (g) Absence from duty prior to confinement shall not be obligatory, but a staff member who anticipates being confined within six weeks shall submit a medical certificate stating that she is fit for duty.

