

SECRETARY-GENERAL'S BULLETIN NO. 3, REVISION 2

To: Members of the Staff of United Nations

Subject: MATERNITY LEAVE

Rule 19 of SGB/3/Rev.1 is hereby superseded by the following:

- (a) Staff members with temporary appointments who have served two years or who will have served two years at the time of confinement, and staff members with indeterminate (permanent) appointments which have been confirmed after the probationary period has been served, will be given six weeks of pre-natal and six weeks of post-natal maternity leave on full pay in addition to any accrued annual or sick leave that the staff member requires.
- (b) Staff members with temporary appointments or unconfirmed indeterminate appointments, who have served less than two years at the time of confinement, will be given their accrued annual and sick leave. Requests for leave without pay where accrued leave is insufficient to cover the absence may be made under Rule 20 SGB/3/Rev.1 subject to
- (c) below.
- (c) Requests for maternity leave and for return to duty afterward must be supported by medical certificates. Return to duty must be approved by the United Nations resident physician.
- (d) A post-natal absence from duty for a minimum of six weeks is obligatory. Staff members who anticipate being confined within six weeks must produce a medical certificate stating that they are fit for duty.
- (e) Requests for maternity leave, leave without pay or advance of sick or annual leave in maternity cases must be submitted via the

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Department Executive Officer for approval of the Bureau of Personnel.

(f) The facilities of the Health Clinic are available for expectant mothers or mothers who have returned to duty after confinement.

(g) Every possible facility for change of work for an expectant mother will be given if the work performed is prejudicial to her health.

By order of the Secretary-General

(Signed) Byron Price  
BYRON PRICE  
Assistant Secretary-General  
Administrative and Financial Services

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