



24 October 2002

Administrative instruction amending administrative instruction ST/AI/1999/12

Family leave, sick leave and maternity leave

Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/1999/12, entitled "Family leave, sick leave and maternity leave".

Section 2, entitled "Family leave under the uncertified sick leave entitlement", is amended by adding the following text as new section 2.3:

"2.3 Pursuant to staff rule 206.3 (d), project personnel appointed under the 200 series of the Staff Rules may use up to seven days of uncertified sick leave in any 12 months of consecutive service as family leave in order to attend to family-related emergencies, or for paternity leave in the case of the birth or adoption of a child, using for such purpose the procedures established in sections 2.1 and 2.2 above, as appropriate."

Section 8.7, governing entitlements other than annual leave during sick leave, is replaced by the following text:

"Effect of sick leave on entitlements other than annual leave"

"8.7 Periods of sick leave, whether on full or half pay, shall not affect the accrual of service credits towards salary increment, home leave, termination indemnity and repatriation grant. Staff members who are on sick leave with half pay after exhausting their sick leave on full pay and who cannot be maintained on full-pay status through a combination of sick leave on half pay with accrued annual leave or half-time duty, shall receive:

- (a) Half their base salary and post adjustment, where applicable;
- (b) The full amount of the following allowances and benefits: dependency allowance, language allowance, education grant, mobility and hardship allowance, rental subsidy and non-resident's allowance and health insurance subsidy, as applicable. Individual allowances and benefits linked to the performance of functions under defined circumstances, as is the case for special post allowance, salary differential or night differential, shall not be payable."

Section 12.1, governing the relationship between maternity leave, sick leave and annual leave, is replaced by the following text:

“12.1 No sick leave shall be granted during maternity leave. Annual leave shall accrue during maternity leave and shall be credited on a monthly basis.”

The present instruction shall enter into force on 1 November 2002.

(Signed) Joseph E. Connor
Under-Secretary-General for Management
