



17 December 2004

Secretary-General's bulletin

Annual leave cycle

1. I have decided to establish a new annual leave cycle for the Organization, beginning in 2005, in view of the fact that the end-of-year period is an extremely busy time in many duty stations. Beginning next year, the cycle will be from 1 April through 31 March, instead of from 1 January through 31 December, as at present.
2. To facilitate the transition to the new cycle, which will begin on 1 April 2005, any leave accumulated as of 31 December 2004 may be carried through 31 March 2005.
3. The corresponding amendment to staff rule 105.1 (c), as set out in the annex to the present bulletin, is hereby promulgated provisionally in accordance with staff regulation 12.2 and shall enter into force on 1 January 2005.

(Signed) Kofi A. **Annan**
Secretary-General

Annex

Amendment to the Staff Rules

Rule 105.1

Annual leave

...

(c) Annual leave may be accumulated, provided that not more than twelve weeks of such leave shall be carried forward beyond 1 **April** of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.
