

UNITED NATIONS

SECRETARIAT



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ADMINISTRATIVE INSTRUCTION

To: Members of the staff
From: The Director of Personnel

Subject: STUDY LEAVE

1. Within the budgetary provisions authorized for the purpose by the General Assembly, a programme of study leave has been put into effect to assist staff members in undertaking advanced study or research in the interest of the United Nations.
2. Under the programme, staff members of the Secretariat whose terms of appointment are governed by the 100 series of Staff Rules may be granted special leave in application of staff rule 105.2 and, at the same time, provided with financial assistance in order to enable them to obtain advanced training in the field of their present or future functions as a means of developing their professional abilities, potential and usefulness. The programme also permits the use of the budgetary appropriations to subsidize similar studies undertaken outside working hours or to finance periods of training undertaken within the Secretariat but in offices away from the staff member's duty station. In principle, the programme does not apply to courses of general studies leading to a university degree or to a staff member's attendance at international conferences on behalf of his department or service.
3. The duration of study leave may range from a few days to a maximum of one year. To qualify for study leave the staff member's length of service with the Organization must be in reasonable proportion to the length of study leave proposed. Moreover, the staff member will be expected to continue his services for at least two years upon his return from study leave.
4. In view of the limited amount of funds available, approval of study leave will be given only in a few selected cases where it is clearly in the interest of the Organization to do so. It is normally the supervisor's responsibility to sponsor study leave on behalf of his staff. A staff member who wishes to apply for study leave should address himself to his supervisor with the request for nomination.

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5. Nominations for study leave should be made on standard forms which may be obtained from the departmental personnel officers.* The completed forms should be transmitted to the Training Service through the departmental personnel officer.**

6. Nominations that conform to the criteria set forth in this circular will be submitted by the Training Service together with its comments to the Advisory Panel on Study Leave for consideration.***

7. The Advisory Panel is composed of the Director of the Division of Personnel Administration, acting as Chairman, and two other members appointed by the Secretary-General, one of them on the recommendation of the Staff Council. A member of the Training Service acts as Secretary to the Panel. The Advisory Panel submits its recommendations to the Director of Personnel for approval, indicating in each case the study programme, the place of study leave, the duration of leave and the extent of financial assistance to be authorized.

8. In order to enable the Training Service to evaluate the results of study leave, a staff member who benefits from this programme will be required, upon completion of his leave, to submit a report to the Office of Personnel through the head of his department, and the university or institute where he studied will be asked to submit an assessment of his performance. The effects of the study leave on the staff member's work performance will be one of the factors to be taken into account when preparing his periodic report.

9. Further information on the subject may be obtained from the Training Service (room 785 E, telephone extension 5331).****

*-** Important. In Geneva standard forms may be obtained from the Departmental Executive Officer; completed forms should be transmitted to the Secretariat Recruitment and Training Section through the Departmental Executive Officer.

*** In Geneva nominations will be transmitted to the Training Service at Headquarters by the Secretariat Recruitment and Training Section for submission to the Advisory Panel on Study Leave.

**** In Geneva further information on the subject may be obtained from the Training Unit, Secretariat Recruitment and Training Section (Annex, Rue de Lausanne, ext. 2235).