



Secretariat

5010

ST/AI/221/Rev.1  
24 October 1989

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: TIME, ATTENDANCE AND LEAVE RECORDING\*

I. PURPOSE

1. The present instruction sets forth the procedures governing the reporting and recording of time, attendance and leave in respect of the staff members designated in paragraph 2 below. The main purpose of this revision is to clarify the provisions relating to unauthorized absences and the timely submission of sick-leave certificates and to improve internal control in the administration of annual and sick-leave entitlements.

II. APPLICABILITY

2. The procedures set out in the present instruction shall be applied in respect of all staff members at Headquarters appointed under the 100, 200 and 300 series of the Staff Rules, including staff members temporarily assigned from Headquarters to missions or offices at other locations. Offices away from Headquarters should establish similar procedures.

III. ADMINISTRATION AND INTERNAL CONTROL

3. For the purposes of administration and internal control, the following standard forms will be used:

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\* Personnel Manual index No. 5010.

F.22	Attendance record card (Kardex)
F.22/A	Attendance record card (large size)
F.71	Annual leave report
F.71/A	Sick-leave report (see annex)
F.146 and F.147	Duty status summary No. 1 Duty status summary No. 2
P.5	Personnel action
P.35	Personnel payroll clearance action

4. The staff member is responsible for obtaining the supervisor's approval before taking planned annual leave, informing the supervisor promptly of absence due to illness or emergency, providing promptly to the executive/administrative office or the Medical Service medical certificates when these are required to substantiate sick-leave, and completing, signing and returning promptly to the time clerk the leave report or sick-leave report required for each absence.

5. The supervisor is responsible for reporting promptly and precisely on the attendance (including night differential and overtime payment entitlements) of subordinates to the executive or administrative officer. Where the exigencies of the service so require or where any individual case makes it necessary, he/she is also responsible for reporting on staff members' punctuality. The supervisor has the authority to approve in advance, subject to the exigencies of the service, <sup>(i)</sup> annual leave of his/her subordinates, in accordance with staff rules 105.1 (b) or 205.1 <sup>(e)</sup> as appropriate. He/she shall also serve as the approving officer for the leave reports (F.71 and F.71/A).

6. The department or office is responsible for enforcing procedures for reporting and recording daily attendance, leave and overtime. To this end the executive or administrative officer will designate one or more payroll approving officers in the department or office. The department or office is also responsible for ensuring the accuracy of attendance and punctuality records, as required, and for maintaining these records up to date.

7. Departmental executive, administrative and other officers designated as certifying officers are responsible for (a) certifying the duty status summaries (F.146 and F.147) for payment purposes and (b) certifying the personnel payroll clearance action (P.35).

8. The payroll approving officer is responsible to the executive or administrative officer for (a) preparing the mid-month and end-month duty status summaries (F.146 and F.147) for final certification and forwarding to the Payroll Unit, Office of Programme Planning, Budget and Finance; (b) administering leave records, in particular, ensuring that no salary overpayment is made in cases of termination, leave without pay or unauthorized absence; (c) providing staff members with information and assistance regarding their pay and leave entitlements; and (d) designating, when necessary, time clerks for specific areas to assist the payroll approving officer in the above functions.

9. The time clerk is responsible for verifying attendance, for preparing leave reports for signature by the staff member and the supervisor and for assisting the payroll approving officer, where required, in maintaining the attendance and punctuality records.

10. The Payroll Unit is responsible for providing to each department and office the mid-month and end-of-month duty status summary.

11. In accordance with staff rule 106.2 (a) (i), all sick leave must be approved on behalf of the Secretary-General. The Medical Service is responsible for certifying all cases of illness, injury or pregnancy and for determining physical fitness for work. However, in certain cases indicated in personnel directive PD/4/77/Add.2, paragraphs 3, 4 and 6, the advice of the Medical Service is not required and the leave may be approved by the executive/administrative officer concerned.

12. The Staff Administration and Monitoring Service, Office of Human Resources Management, and departmental personnel officers are available to executive or administrative officers for consultation on application of the Staff Rules and these procedures in any cases of particular difficulty.

#### IV. TIME REPORTING

##### Procedure for completing the duty status summary

13. The duty status summary is used to determine staff members' pay status. All entries on it should be typed or made in ink. Any correction on the summary should be made and initialled by an authorized official. Any correction required to be made in a previous duty status summary should be reported by memorandum to the Payroll Unit, which will note the differences from the pertinent duty status summary on file and take appropriate action. Regular attendance and absences not affecting a staff member's pay status should not be entered on the summary; certification at the end of the summary by the officers referred to in paragraph 7 will affirm compliance with established rules.

14. The payroll approving officer of the department or office should include the following information on the duty status summary:

(a) If the summary does not name all staff members, the name of the staff members excluded should be added, the comment "P.5 (date) submitted" entered under "Remarks" and these entries processed in the same manner as if the names had been included originally;

(b) Where the effective date of entrance on duty, leave without pay, unauthorized absence, loans, etc., is other than the beginning of the half-month covered by the summary, the actual number of days and half-days worked should be reported, and a reference should be made to the relevant P.5 or P.35 action;

(c) If a separating staff member's name is listed after his/her clearance certification has been forwarded, his/her name should be crossed out from the summary, and the comment "P.35 (date) submitted" should be entered under "Remarks";

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(d) Cases of leave without pay and unauthorized absence should always be entered on the end-of-month duty status summary, even if these have been reported on the mid-month summary. Where leave without pay or unauthorized absence has to be reported after the issue of the duty status summary, it should be reported to the Payroll Unit by memorandum;

(e) The mid-month summary should show the accumulated hours of night differential and overtime for which payment is to be made to each staff member so entitled in accordance with the provisions governing compensation of overtime work applicable to the duty station. For staff at Headquarters, 1/ under appendix B (Headquarters) of the Staff Rules, conditions governing compensation for overtime work, payment shall be made in those cases indicated in paragraphs (v), (vi) and (vii). In accordance with paragraph (iv), the time worked in excess of the normal work hours up to eight hours on a working day should be recorded for compensatory time off. For example, on a working day scheduled from 9.30 a.m. to 6 p.m., when the normal work hours for the day are seven and a half, being eight and a half hours less an hour for lunch, the first half-hour of overtime work should be recorded for compensatory time off, and the time worked thereafter on that day should be reported as overtime hours for payment on the mid-month summary. Likewise on a seven-hour working day scheduled from 9 a.m. to 5 p.m. or from 9.30 a.m. to 5.30 p.m., the first hour of overtime work should be recorded for compensatory time off, and the time worked in excess of the total of eight hours should be reported as overtime hours for payment on the mid-month summary. The payroll approving officer should add up all hours of night differential and overtime in the organizational unit concerned and show a total for each at the end of the duty status summary. The stamp and signature of the approving officer should be placed immediately next to these totals;

(f) In cases where deductions in salary and allowances are to be made in respect of unauthorized absence, the deduction shall be calculated in a manner similar to that indicated in paragraph 16 below, in units of days, half-days, hours or fractions of an hour, as appropriate. To facilitate calculation, any fractional period of a quarter of an hour shall be treated as a quarter of an hour.

#### V. LEAVE REPORTING

##### A. Entitlement to leave

15. A staff member's entitlements to annual leave, 2/ sick leave, 3/ maternity leave, 4/ and special leave 5/ are determined by the nature of his/her appointment under the relevant provisions of the 100, 200 and 300 series of the Staff Rules.

16. Under the relevant staff rules of the 100, 200 and 300 series, leave may be taken in units of days and half-days. In calculating the leave to be charged, any authorized absence of more than two hours but less than four hours shall be counted as a half-day's leave; similarly, any authorized absence of more than four hours shall be counted as a day's leave. Any absence of less than two hours authorized in advance or later by a supervisor should be made up by the staff member at a time mutually agreeable to the staff member and his/her supervisors. To facilitate calculation, any fractional period of a quarter of an hour shall be treated as a quarter of an hour.

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17. Annual leave. Where an entitlement to annual leave exists, it is earned at a monthly rate of two and a half days; staff members having this entitlement will be credited with this amount for each full month of service. When service commences after the first working day of a month, two days should be credited for service beginning up to and including the 16th day of the month and one day for service beginning later in the month. Similarly, in separation cases, one day should be credited for service ending up to and including the 15th day of the month and two days thereafter.

18. Sick leave

(a) Appointments of less than one year. Staff members holding an appointment of less than one year under the 100 and 200 series of the Staff Rules and staff members on short-term appointment under the 300 series of the Staff Rules have, under the terms of staff rules 106.2 (a) (ii), 206.3 (a) (i) and 306.2 (b), a maximum entitlement to sick leave (whether certified or uncertified) equivalent to two working days for each month of contractual service. Upon appointment, such staff members are credited with the full amount of sick leave which will accrue during the whole period of their appointment. For General Assembly appointments, where the exact expiration date is not specified in advance, three months' credit, i.e., six days, is given;

(b) Probationary appointments, fixed-term appointments of one year or more but less than ~~five~~ <sup>three</sup> years, project personnel in intermediate status. Under the terms of staff rules 106.2 (a) (iii) and 206.3 (a) (ii), staff members in the contractual status noted above have a maximum entitlement to sick leave of 3 months on full salary and 3 months on half salary in any period of 12 consecutive months, provided that the amount of sick leave permitted in any 4 consecutive years 6/ does not exceed 18 months, 9 months on full salary and 9 months on half salary;

(c) Permanent appointments, regular appointments, <sup>three</sup> indefinite appointments, staff members who hold fixed-term appointments for ~~five~~ <sup>three</sup> years or who have completed ~~five~~ <sup>three</sup> years of continuous service. Under the terms of staff rule 106.2 (a) (iv), staff members in the contractual status noted above have a maximum entitlement to sick leave of nine months on full salary and nine months on half salary in any period of four consecutive years; 6/

(d) Project personnel in long-term status. Under the terms of staff rule 206.3 (a) (iii), staff members in the contractual status noted above have a maximum entitlement to sick leave of 6 months on full salary and 6 months on half salary in any period of 12 consecutive months, provided that the amount of sick leave permitted in any 4 consecutive years 6/ does not exceed 18 months, 9 months on full salary and 9 months on half salary;

(e) Uncertified sick leave. All staff members appointed under the 100 series of the Staff Rules may have, subject to their total sick-leave entitlement, no more than seven days of uncertified sick leave within one year. Staff members appointed under the 300 series of the Staff Rules may have, subject to their total sick-leave entitlement, no more than three days of uncertified sick leave within any period of six months of continuous service. Staff members appointed under the 200 series of the Staff Rules may be required at any time to submit a medical certificate as to

their condition in support of a claim of sick leave for whatever duration. Uncertified sick leave may be denied in doubtful cases;

(f) Certified sick leave. Under the relevant staff rules of the 100, 200 and 300 series, medical certificates from a duly qualified medical practitioner are required when sick leave continues for periods of more than three 1/ consecutive working days and for all sick leave in excess of the staff member's entitlement to uncertified sick leave. In all cases of sick leave to be certified, regardless of its duration, the certification should be submitted to the executive/administrative office or directly to the Medical Service no later than the end of the fourth working day after the initial absence. If no certificate has been submitted within the four-day period, unless there is medical justification for the late submission, which must be confirmed by the Medical Service (except in the case of hospitalization), the absence will be considered as unauthorized. A salary deduction will be made for such unauthorized absence unless the staff member can satisfy the Secretary-General that the late submission was due to circumstances beyond his/her control. The salary deduction will be calculated in accordance with paragraph 14 (f) above. If the medical certificate is fully accepted by the Medical Service, the absence on sick leave for the period certified becomes chargeable to certified sick leave;

<sup>2(a)(vii)</sup> (g) Sick leave in excess of entitlements. In accordance with staff rules ~~106.2 (a)~~, 206.3 (b) and 306.2 (d), any sick leave which is certified and which exceeds the staff member's sick-leave entitlement will be deducted from the staff member's annual leave entitlement, if any, or treated as a non-compensable period. Any request for sick leave which is not certified and which exceeds the staff member's uncertified sick-leave entitlement as indicated in subparagraph (e) above shall be considered in accordance with staff rule 106.2 (a) (vii) or considered as an unauthorized absence. In accordance with the Staff Regulations, annex I, paragraph 10, any such unauthorized absence shall be a non-compensable period.

#### B. Attendance record card

19. Payroll approving officers are responsible for the maintenance of an attendance record card for each staff member. The card is available in two formats (F.22 and F.22/A), and payroll approving officers may utilize either type. The card, which is issued on a calendar-year basis, contains: (a) spaces for daily entries of attendance status; (b) a summary table for consolidated monthly entries of night differential and overtime hours worked, overtime hours paid and compensatory hours granted; (c) columns of entries of annual leave balances; (d) columns for entries of sick-leave balances; and (e) a summary table for total days of sick leave taken during the preceding four leave years. All entries on the attendance record should be typed or made in ink.

20. Daily entries. Entries should be made for all absences of a half-day or more, whether on leave or on compensatory time. Daily entries with respect to overtime and night differential hours worked should be entered only when no other manner of recording such hours (e.g., by memorandum or departmental form) is used. The entries should be based on the code shown on the bottom of the card. When no code indication is given for a particular type of absence (e.g., maternity leave, jury

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duty, service-incurred disabilities), a cross-reference should be made from the dates concerned to the "Remarks" section, where an appropriate notation should be entered.

21. Consolidated monthly entries of night differential and overtime hours worked, overtime hours paid and compensatory hours granted. The summary table provided for such entries may be used by departments and offices at their option as a convenient means of recording such information.

22. Annual leave balances. Such balances should be computed periodically and entered by the payroll approving officers in the columns provided for the purpose. These entries must be brought up to date at the time of transfer or separation of a staff member and at the end of each calendar year. Deductions from annual leave balances should be made only on the basis of daily leave entries made for the month on the attendance record card. These entries in turn must be based on leave reports (F.71) supporting them (see sect. C below). Any days of accrued leave in excess of the maximum authorized carry-over, as provided in staff rules 105.1 (c) 8/ and 205.1 (c), respectively, will be deducted from the annual-leave balance, supported by a notation under "Remarks".

23. Sick leave balances. The attendance record card contains columns for entries of monthly totals of certified, uncertified and total sick leave taken. The entries in these columns should be based on daily leave entries and sick leave reports, as in the case of annual leave, as follows:

(a) In respect of staff members who hold appointments described in paragraph 18 (b), (c) and (d) above, the total number of days of sick leave taken during the leave year should be entered at the end of these columns and recorded on each new attendance record card in the summary table of sick leave taken during the preceding four leave years. These yearly totals should be shown separately in the summary table for each of the preceding four leave years and are provided for ready reference only. In cases of lengthy illness (or frequently repeated illnesses), where the maximum entitlement comes into question, the time clerk should bring the matter to the attention of the payroll approving officer, who will proceed as described in paragraph 28 (d) below;

(b) In respect of staff members who hold appointments described in paragraph 18 (a) above, an entry should be made on the attendance record card to reflect sick-leave credits in accordance with their entitlements (the total sick leave column may be used for this purpose).

24. Payroll approving officers are responsible for ensuring that completed leave reports (see sect. C below) are filed with the attendance record cards, that the attendance record cards are maintained alphabetically by name of staff member and that each absence is recorded on the attendance record card. Payroll approving officers are also responsible for the review of attendance record cards in order to prevent overdrafts of leave (see para. 8 above). They are expected to consult promptly with appropriate officials to determine the course of action if an overdraft appears likely.

C. Leave reports

25. The annual leave report (F.71) and sick-leave report (F.71/A). A leave report in respect of annual leave and a sick-leave report (see annex) in respect of sick leave should be prepared by the time clerk for the signature of the staff member and the supervisor (approving officer) for each period that the staff member is absent on annual leave or sick leave. Separate leave reports must be made on annual leave and on sick leave. Should the time clerk for any reason fail to initiate the appropriate annual or sick-leave report in a timely manner, it is the responsibility of the staff member to see to it that a proper annual or sick-leave report is initiated. A separate sick-leave report and any substantiating certification, to be submitted when due in accordance with paragraph 18 (f) above, is required in respect of each period of sick leave.

26. Absences other than annual and sick leave are not required to be covered by leave reports. Maternity leave and special leave with full or partial pay will be supported by personnel action (P.5) forms. Special leave without pay of one month or more will be supported by personnel payroll clearance action (P.35) forms. Special leave without pay for periods of less than one month should be recorded in memoranda retained in the staff member's official personnel file or in other official records (e.g., duty status summary).

27. Annual leave. The leave report should be completed when the staff member returns to duty in order to substantiate the daily entries on the attendance record card and to indicate the staff member's verification of the leave taken. When signed by the staff member and the approving officer, the leave report should be transmitted by the time clerk to the payroll approving officer, who will verify that the annual leave taken is within the staff member's annual leave balance. Should the annual leave taken exceed the staff member's entitlement, the payroll approving officer, by memorandum, should notify the departmental executive or administrative officer, who will decide whether action should be taken to apply staff rule 105.1 (e), 105.2 or the provisions of the Staff Regulations, annex I, paragraph 10.

28. Sick leave. The time clerk should complete the sick-leave report not later than 10 working days counted from the staff member's first day of absence, as follows:

(a) As noted in paragraph 4 above, it is the responsibility of the staff member to produce a medical certificate, when required (see para. 18 (f) above), not later than the fourth working day following the initial absence. The staff member may also provide within the same four-day period a medical certificate for periods of sick leave shorter than those requiring certification under the respective Staff Rules. The certificate may be sent by the staff member directly to the Medical Service, or if the staff member so chooses, the certificate may be attached to the sick leave report for further transmittal to the Medical Service. In either case, the certificate should be transmitted in a sealed envelope marked "Confidential medical certificate";

(b) When certification is not required, the time clerk should complete the sick-leave report at the end of the leave period. In those cases, where the staff

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member wishes nevertheless to provide certification, paragraph (c) (i) below will apply;

(c) When certification is required, the sick-leave report will be retained in the issuing department or office up to the first 10 days of absence. In cases where:

- (i) The staff member returns to duty during the above period, the date of the return will be entered in the leave report and forwarded to the Medical Service for certification as appropriate;
- (ii) The staff member has not returned to duty at the end of 10 working days, the report should be forwarded to the Medical Service with the notation "Absence continues" on the report. The time clerk should complete a new sick-leave report for each subsequent 10 working days of absence or fraction thereof and indicate the first (original) date of absence on the report.

The Medical Service will complete the lower portion of the sick-leave report and return it to the executive or administrative office for the proper recording of the absence;

(d) In cases where the staff member remains on sick leave for 20 working days or more, the time clerk should so inform the payroll approving officer. The payroll approving officer should examine the leave records of the staff member for the four-year period preceding the initial date of the current sick-leave period, should note the separate totals of certified and uncertified sick leave taken by year (which also appear in the summary table on the current attendance record card) and, by memorandum, should notify the departmental executive and personnel officers of the staff member's sick leave situation. A copy of this memorandum should be sent to the Internal Audit Division, which will decide on the possible inclusion of the case in its audit plan;

(e) When extended sick leave indicates that the staff member's full entitlement to sick leave on full salary, in accordance with the terms of his appointment, may be exhausted, the departmental personnel officer will authorize, where an entitlement exists, sick leave on half salary by means of a personnel action (P.5) form;

(f) The leave report covering the last 10-day period (or portion thereof) in which sick leave with full pay is exhausted should show the date on which entitlement to such leave expired. Where sick leave on half pay has been authorized, subsequent leave reports should show full days of sick leave with half pay (e.g., 20 days of sick leave with half pay, not 10 days of sick leave with full pay). This is necessary because of income tax deductions allowable in certain cases for sick leave;

(g) The payroll approving officer should keep a chronological log of leave reports submitted to the Medical Service, indicating the date of submission, the name of the staff member and the period of absence covered. As approved leave reports are returned entries should be stricken from this record;

(h) When the Medical Service receives a medical certificate before the relevant leave report is submitted by the department or office concerned, the Medical Service will, on the basis of the certificate, advise the executive or administrative officer concerned in writing of the probable duration of the staff member's absence due to illness or injury and of the period that may be certified as sick leave. In such cases, the payroll approving officer should note this information on the leave report and should charge the absence to sick leave within the limit of the indicated duration, without referring the leave report(s) to the Medical Service for certification. Similarly, should a staff member produce a certificate for periods of sick leave shorter than the period requiring certification under the Staff Rules, the Medical Service will advise the executive or administrative officer concerned that the sick leave in question may be certified; this should be noted by the payroll approving officer on the related leave report. In other cases, the Medical Service will match the medical certificate with the leave report(s) received from the payroll approving officer and will complete and return the leave report(s) to the department or office concerned as promptly as possible;

(i) Independent of the submission of medical certificates, staff rule 106.2 (a) (v) requires that staff members "be responsible for informing their supervisors as soon as possible of absences due to illness or injury". Where staff members fail to inform of such absence with sufficient time, their respective office is expected to try to contact staff members who have not advised that they will be absent and to offer assistance, if possible. When the absence is known to be related to a medical condition, it is the responsibility of the Medical Director to follow up with the staff member or the staff member's physician in order to provide assistance whenever possible and facilitate the staff member's return to work specially in those cases which would require temporary adjustments in the staff member's assignments.

#### D. Disposal of non-current cards and reports

29. Immediately following the close of the leave year, each staff member should be asked to review his attendance record card for that year and to initial the total sick leave taken for that year, the balance of annual leave remaining, as well as the balance of annual leave brought forward onto the new card for the coming leave year. The cards for the past year, with related leave reports, should then be filed in the department or office for five years. Leave reports and attendance record cards pertaining to leave taken more than five years in the past should be sent to the Records Retirement Unit, Office of General Services, a record of such disposition being kept in the department or office concerned.

#### E. Transfers

30. Upon the transfer of a staff member from one department or office to another within Headquarters or between Headquarters and other offices, the payroll approving officer should certify in a memorandum the balances shown on the current attendance record card as of the effective date of transfer and forward the memorandum, the current attendance record card and all leave reports, as well as

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the previous attendance record cards and leave reports in the custody of the relinquishing department or office, to the receiving department or office. If, at the time of the transfer, the staff member is on leave, this fact, as well as any other relevant circumstances, should be explained in the memorandum.

#### F. Separations

31. Upon separation of a staff member from service, the annual leave earned to the last working day of employment should be computed and entered on the current attendance record card, in accordance with the formula set forth in paragraph 17 above. The payroll approving officer should determine whether any absence due to illness remains to be certified and recorded as sick leave or charged to annual leave; he should ensure that an appropriate entry is made on the attendance record card. If staff members holding appointments of less than one year are separated before the expiry of their appointments, the payroll approving officer should indicate any sick leave taken in excess of sick-leave entitlement, so that necessary adjustments can be made in the final pay by the Payroll Unit. Final leave balances should then be entered on the attendance record card, which should be certified by the payroll approving officer and forwarded to the Payroll Unit, together with all previous attendance record cards and leave reports in the custody of the department or office. Any leave taken after the attendance record cards have been sent to the Payroll Unit should be reported to that Unit prior to the last day of duty of the staff member concerned.

32. After final payment has been processed by the Payroll Unit, the Unit will return the P.35, together with the attendance record cards and other connected papers, to the Personnel Records Unit, Office of Human Resources Management, for inclusion in the financial section of the staff member's official status file.

#### VI. DOCUMENTS SUPERSEDED

33. Effective immediately, the present instruction supersedes administrative instruction ST/AI/221 and Amend.1.

#### Notes

1/ For staff detailed to missions or offices away from Headquarters, the overtime recording procedure should be adjusted to conform to the relevant provisions of appendix B applicable to the office concerned.

2/ Staff rules 105.1, 205.1 and 305.1.1.

3/ Staff rules 106.2, 206.3 and 306.2.2.

4/ Staff rule 106.3 (a) (iii).

5/ Staff rules 105.2, 205.3 and 305.2.2.

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Notes (continued)

6/ It should be noted that "4 consecutive years" is a running period reaching back four years from the month in which new sick leave is required in accordance with personnel directive PD/4/77.

7/ More than two days in the case of staff members appointed under the 300 series of the Staff Rules; and five or more days in the case of staff members appointed under the 200 series of the Staff Rules.

8/ This staff rule also prescribes exception for staff members returning from mission service.

Annex

UNITED NATIONS  NATIONS UNIES		<b>SICK LEAVE REPORT</b>			
I, LAST NAME	FIRST NAME	INDEX NO.	LOC. CODE	ADMINISTRATIVE SUB-DIVISION	
<b>TYPE OF SICK LEAVE</b>	<b>FIRST DAY</b>	<b>LAST DAY</b>		<b>TOTAL WORKING DAYS</b>	
<input type="checkbox"/> Uncertified					
<input type="checkbox"/> Certified					
<input type="checkbox"/> A medical certificate is attached in a sealed envelope. <input type="checkbox"/> A medical certificate covering the above absence was submitted directly to the Medical Service on _____ 19 ____					
<i>I understand that if, except in circumstances beyond my control, a certificate is produced later than the end of the fourth working day following my initial absence from duty (Staff Rule 106.2(a)(vi)), the absence may be considered unauthorized, and no salary and allowances shall be paid for this period, in accordance with ST/AI/221, para.18(f).</i>					
STAFF MEMBER'S SIGNATURE		DATE	SUPERVISOR'S SIGNATURE		DATE
<b>II. CERTIFICATION OF SICK LEAVE – To be completed by Medical Service and returned to Room</b>					
<input type="checkbox"/> The above staff member was absent for properly certified illness from _____ to _____ 19 ____					
<input type="checkbox"/> The absence cannot be certified as being due to illness.					
<input type="checkbox"/> There is no medical justification for late submission of the certificate.					
FOR MEDICAL SERVICE _____				DATE _____	
ORIGINAL MEDICAL SERVICE				F.71/A (6-69)	

INSTRUCTIONS

Time Clerk prepares Part I for completion by Staff Member and signature of Supervisor, then forwards form to Executive Office.

For certification of sick leave, Executive Office forwards original to Medical Service for completion of Part II and retains copy. Medical Service returns form to Executive Office for proper recording of the absence.