



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 6.2
- Staff Rule 6.3 – Maternity and Paternity Leave
- ST/AI/2005/2 – Family leave, maternity leave and paternity leave

Maternity leave

For Staff



Who

Staff members with fixed-term, continuing and permanent appointments who are expectant mothers are eligible for maternity leave. Staff members who hold temporary or fixed-term appointments may take maternity leave if the approved maternity leave period starts before the end of the appointment. If the appointment is due to expire during the period of maternity leave, it will be extended to cover the full duration of the leave.

Staff members with "When-Actually-Employed (WAE)", "language daily" or "language off-site" temporary appointments are not eligible for maternity leave.



What

Maternity leave is approved time away from work with full pay, for a continuous period of 16 weeks that covers both a pre- and post-delivery period.

Sick leave is not granted during periods of maternity leave except where serious complications occur.



Why

Maternity leave is made available to extend leave with pay to staff members for a period before and after the anticipated date of delivery, to help ensure the health and well-being of the mother and child.



When

Staff members should request maternity leave by submitting a request with a certificate from a licensed medical practitioner or midwife indicating the expected date of delivery.

The request for maternity leave should be submitted at least 8 weeks in advance of the expected start date.

Maternity leave commences 6 weeks prior to the anticipated date of birth. A shorter period of leave may be granted when a staff member is deemed fit to continue to work, and must commence no later than 2 weeks prior to the anticipated date of birth.

Leave post delivery shall be a minimum of 10 weeks and extend to the difference between the maximum 16 weeks and the actual period of leave taken prior to the date of birth.

LINKS & SUPPORT



HR Handbook



Online Support



Contact your HR Partner

Disclaimer: This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

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Where*

*as applicable



Offline



Once the staff member has obtained the required certification from a licensed medical practitioner or midwife indicating the expected delivery date, and in the case of pre-delivery leave for a duration of less than six weeks, certification that the staff member is fit to continue to work until a specified date (no later than two weeks prior to the anticipated delivery date), the staff member will need to apply for their maternity leave through the Employee Self-Service (ESS) portal in Umoja.

1.
2.
3.

How*

*To be confirmed against the deployment of Umoja

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), you can submit your request for maternity leave in ESS as follows:

- 1) Log in to the **ESS**
- 2) Select **Time Management**
- 3) Under **Special Leave Request**, select **Maternity Leave Request**.
- 4) Enter the expected start date of your maternity leave and your anticipated delivery date.
- 5) In Form Utilities, upload a scanned copy of the certificate you have received from a licensed medical practitioner or midwife (see 'Where' above).
- 6) Follow the onscreen steps to complete your request.
- 7) Your request will be routed to the HR partner for approval.

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