



# Human Resources Factsheet

## UMOJA USERS

### Maternity Leave

### For Staff



Who

UN Secretariat staff members with permanent, continuing, fixed-term who are expectant mothers are eligible for maternity leave. Staff members who hold a fixed-term or temporary appointment 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) contracts, Language WAE, Language Daily and Language Off-site contracts are not eligible for maternity leave.



What

Maternity leave is approved time away from work for a designated period of time which can be taken before and /or after the birth of your child.

#### >Open Adoption Leave Factsheet

Maternity leave is for a continuous period of 16 weeks as follows:

- Pre-delivery leave is a maximum of six weeks before the expected date of delivery.
- You may take a shorter period with the approval of the treating doctor or midwife.
- After delivery, the length of leave is the difference between 16 weeks and the actual period of pre-delivery leave, or at least 10 weeks.

During your maternity leave, you will maintain full pay and accrue annual leave, in accordance with permanent, continuing, fixed-term and temporary status, provided you return to work for at least six months after your maternity leave.

Sick leave is not granted during maternity leave except where serious complications occur. Any official holidays are included in the period of the maternity leave.



Why

The Organization supports staff members with leave time as they prepare for and adjust to the arrival of new children and also to help ensure the health and well-being of the expectant mother.



When

If eligible, you should request maternity leave eight weeks before the date you want it to start in accordance with the treating doctor or midwife's recommendation. Pre-delivery leave can begin between two to six weeks before the anticipated delivery date. The post-delivery period is equivalent to the difference between 16 weeks and the actual period of pre-delivery leave.

#### LINKS



FAQs



HR Handbook



Work Life Events



Help



Glossary

#### KEY REFERENCES

- Staff Rule 6.3 – Maternity and paternity leave
- ST/AI/2010/4/Rev.1 (paragraph 9.4) – Administration of temporary appointments
- ST/AI/2005/2 – Abandonment of post

Disclaimer: This factsheet is intended for informational purposes only. The UN Staff Rules and Regulations Administrative Instructions are the authoritative documents on this topic. Please note that this is an advance copy and all links and references listed are not yet available.

## Where\*

\*as applicable



Offline



Other  
Systems

You need to obtain a certificate from a licensed medical doctor or midwife indicating the expected date of delivery and that you are fit to continue to work until a specified date within the six week period before your anticipated delivery date.

You will need to apply for your 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 Umoja **ESS**
2. Select **Time Management**
3. Under **Special Leave Request**, select **Maternity Leave Request**.
4. Enter the start date of your maternity leave and your expected delivery date.
5. In **Form Utilities**, upload a scanned copy of the certificate you have received from a licensed medical doctor or midwife (see 'Where' above).
6. Follow the onscreen steps to complete your request.

## LINKS



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HR  
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