



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 6.2
- Staff Rule 6.3 – Maternity and paternity leave
- ST/AI/2005/3 – Family leave, maternity leave and paternity leave

Paternity leave

For Staff



Staff members with fixed-term, continuing and permanent appointments are eligible for paternity leave during the year following the birth of a child, provided that it is completed within the eligibility period and the duration of the appointment. Staff members with temporary appointments must have served a minimum of 6 months of continuous service to be eligible for paternity leave, and their appointment should continue for 3 months beyond their return from paternity leave.



Paternity leave is approved time away from work with full pay, for a designated period of time in connection with the birth of a child.

Paternity leave is for a total period of up to 4 weeks (20 working days).

Internationally recruited staff members serving at a non-family duty station may be granted up to 8 weeks (40 working days) of leave.

In exceptional circumstances, such as incapacity or death of the mother, inadequate medical facilities or medical complications encountered at time of pregnancy or after the birth, the staff member may request leave for a total period of up to 8 weeks (40 working days).

Paternity leave may be taken either continuously or intermittently, however must be completed within one year following the birth of a child.



Paternity leave is made available to extend leave with pay to staff members for a period following the birth of their child(ren).



Staff members should request paternity leave by submitting a request for leave at least 1 month before the commencement of the proposed leave.

Requests for paternity leave must be accompanied by a birth certificate or a certificate from a licensed medical practitioner or midwife indicating the expected date of delivery if requested prior to the birth of the child.

If a temporary appointment is due to expire, the appointment will not be extended to cover the duration of the leave. If a fixed-term appointment is due to expire during the period of paternity leave, and a new fixed-term appointment is not offered, the appointment will be extended to cover the full duration of the leave.

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.

November 2015,
Version 3

Where*

*as applicable



Offline



Staff members are required to make their request for paternity leave through the Employee Self Service (ESS) portal in Umoja. However prior to having access to making paternity leave requests the HR partner needs to set up the paternity leave quota in the system.

To that effect, staff members need to obtain certification about the birth of the child as follows:

- If the paternity leave quota is to be established **before** the birth of the child, the staff member needs a certificate from a licensed medical practitioner or midwife indicating the expected date of delivery of the child, and in any event the staff member will be required to submit a copy of the child's birth certificate once available.
- If the paternity leave quota is to be set or adjusted **after** the birth of child, you will need the child's birth certificate.

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 will process your request for paternity leave as follows:

[Off-line] Before the staff member can submit a request for paternity leave, an HR partner must create a paternity leave quota in the system. The staff member must submit proper certification (see section "Where" above) to an HR Partner, indicating the expected date of delivery/date of birth. Once the HR Partner has received the appropriate documentation, they will create a **paternity leave quota** in the system and inform the staff member, who will then be able to submit paternity leave requests in ESS.

At this point, the staff member has to:

- 1) Log in to ESS
- 2) Select **Time Management**
- 3) Select **Create Leave Request**
- 4) Select **Paternity leave**
- 5) Follow the onscreen steps to complete your request and upload a copy of your certification.

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.

November 2015,
Version 3