



# Human Resources Factsheet

## UMOJA USERS

### Paternity leave

### For Staff



Who

Eligible UN Secretariat staff members with fixed-term, permanent and continuing appointments may apply for paternity leave during the year following the birth of a child, so that it is completed during that year and within the duration of the contract.

Applicable to all categories of staff, including those with temporary appointments, you must have served a minimum of six months of continuous service before being eligible for paternity leave and your appointment should continue for three months beyond the return from paternity leave.



What

Paternity leave is approved time away from work for a designated period of time in connection with the birth of your child. Paternity leave is for 20 days and while it may be taken intermittently, must be completed within one year following the birth of your child (before the child turns one year of age).

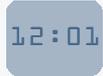
Paternity leave is for a total period of up to four weeks or up to eight weeks for internationally recruited staff members serving at a non-family duty station

During your paternity leave, you will maintain full pay and accrue annual leave, in accordance with permanent, continuing, fixed-term and temporary status.



Why

The Organization supports staff members with leave time as they prepare for and adjust to the arrival of new children.



When

Paternity leave requests may be submitted before or after the birth of the child. It covers a total period of up to four weeks or up to eight weeks for Internationally recruited staff members serving at a non-family duty station. It may be taken either continuously or in separate periods during the year following the birth of your child, so that it is completed during that year and also within the duration of your contract.

#### 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.*

10 June 2014,  
Version 1.1

## Where\*

\*as applicable



Offline



Other  
Systems

You need to obtain certification about the birth of the child as follows:

- If the paternity leave request is to be submitted **before** the birth of your child, you need a certificate from a licensed medical practitioner or midwife indicating the expected date of delivery of the child.
- If the paternity leave request is to be submitted **after** the birth of child, you will need the child's birth certificate.

You are required to make your request for paternity leave in through the Employee Self Service (ESS) portal in Umoja.



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 in ESS as follows:

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

## LINKS



FAQs



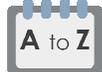
HR  
Handbook



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.*

10 June 2014,  
Version 1.1