



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 6.2
- Staff Rule 6.2 – Sick leave
- ST/AI/2005/3 – Sick leave
- ST/AI/1999/13 – Recording of attendance

Sick leave

For Staff



Who

Staff members with temporary, fixed-term, continuing and permanent appointments who are unable to perform their duties due to illness, injury or public health requirements, are granted sick leave.

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



What

Sick leave is processed according to a staff member's specific circumstances, as either certified or uncertified sick leave.

Certified sick leave must be supported by a medical certificate or medical report certifying inability to return to work. A staff member absent on sick leave without a medical report may take uncertified sick leave for up to seven working days in the annual leave cycle (1 April through 31 March), as part of his/her accrued, maximum entitlement. Uncertified sick leave may be for illness, injury or to attend to family-related emergencies. Personal time-off may not be approved as uncertified sick leave, and instead is charged as annual leave.

Staff members with temporary appointments accrue two days of sick leave per month worked.

Staff members with fixed-term appointments and less than 3 years of continuous service, are granted up to 3 months (65 working days) of sick leave on full salary and up to 3 months (65 working days) on half salary in any period of 12 consecutive months.

Staff members with fixed-term appointments and 3 years or more of continuous service, or continuing or permanent appointments, are granted up to 9 months (195 working days) of sick leave on full salary and up to 9 months (195 working days) on half salary in any period of 4 consecutive years.



Why

Sick leave is made available to grant time off to staff members who are unable to perform their duties due to illness or injury.

LINKS & SUPPORT



[HR Handbook](#)



[Online Support](#)



[Contact your HR Partner](#)

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When

Staff members should always inform their supervisors as soon as possible, by phone or email, of absence due to illness or injury,. Staff members are required to provide regular updates to supervisors if expected date of return is unknown or extended.

A total of 20 working days during a 12 month period may be approved as certified sick leave upon submission of medical certificate or report signed by the attending physician. Certification beyond 20 working days requires a detailed medical report from a licensed medical practitioner, with identification of diagnosis, submitted in a sealed envelope to the Medical Director or designated medical officer for certification.

Where*

*as applicable



Offline



On return from sick leave, the staff member will need to record their absence in the Umoja Employee Self-Service (ESS) portal. The requirements for processing the sick leave request will depend on the type of sick leave taken.

For **uncertified sick leave**, no supporting documentation needs to be uploaded into Umoja.

For **certified sick leave up to 20 days per year**, the staff member will need to obtain medical certification from a licensed medical practitioner with no diagnosis specified. This request will be routed to the HR partner for approval and the manager will be notified when approved.

For **certified sick leave for 20 days or over in a year**, the staff member will need to submit an authorized certificate with a diagnosis offline to the Medical Service Division for approval. Then they will make the request in the Umoja ESS and it will be routed to the Medical Services for consideration. When Medical Services makes the approval or rejection, the staff member, manager and HR partner are notified.

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 are required to record your sick leave, as follows:

- 1) Log in to **ESS**
- 2) Select **Time Management**
- 3) Select **Create Leave Request**
- 4) **Select Certified or Uncertified sick leave as appropriate**
- 5) Enter the dates of your sick leave
- 6) For certified sick leave up to 20 days per year, you are required to upload a copy of your doctor's note.
- 7) For certified sick leave 20 days per year or over, you will be required to send the doctor's certificate offline to Medical Services for review
- 8) Follow the onscreen steps to complete your request.

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