Sick leave (certified and uncertified)  

Who  
UN Secretariat staff members with temporary, fixed-term, continuing and permanent appointments are eligible for sick leave depending on the type of appointment you hold and its duration (see the ‘What’ section).

What  
Sick leave is authorized time off work when a staff member is unable to perform their duties because of sickness, injury or family-related emergency.

When you have reported an absence on sick leave to your supervisor or designated alternate, this will be processed subsequently in two different ways, depending on your circumstances, as follows:

Certified sick leave  
This covers absences of more than seven working days during the annual leave cycle. You will need to submit a doctor’s note for approval. The first 20 days of certified sick leave during the annual cycle are approved by your HR Partner (Personnel Office / HR Officer). After the first 20 days, the staff member must submit the medical certificate to the UN Medical Service at Headquarters in New York for certification of sick leave.

Uncertified sick leave  
This type of sick leave covers absences of up to seven working days during the annual leave cycle (April through March). You do not need to provide a doctor’s note for this type of sick leave, which may be for sickness, injury, or for family-related emergencies, such as caring for a sick relative or attending to a death in the family. Uncertified sick leave is not intended to supplement the existing provisions for annual leave.

The provisions for sick leave depend on your contract type as follows:

- Temporary appointments accrue two days of sick leave for every month worked.
- Fixed-term appointments with less than three years of continuous service may be authorized for sick leave up to 65 working days at full pay and 65 working days at half pay in any 12-month period.
- Fixed-term appointments with over three years of continuous service, and continuing or permanent appointments may be authorized for sick leave up to 195 working days at full pay and 195 working days at half pay in any four-year period.

Why  
The Organization recognizes that sickness and emergencies are usually not predictable situations. Consequently, once you have notified your supervisor about your particular situation, your sick leave will be processed according to your specific circumstances.
All staff are required to inform their supervisors or designated alternate as soon as a situation arises which warrants sick leave by 11 am on the first day with a phone call or email. You should indicate when you expect to return to work (if known). If you are unable to return by the day you originally specified, you are required to notify him/her again of your continued absence and when you expect to return.

**Uncertified sick leave** (one to seven working days annually)
- The sick leave year is from 1 April through 31 March
- No doctor’s note is required

**Certified sick leave** (over seven working days annually either at one time or at different times)
- You will need to submit a medical certificate or report from a licensed medical practitioner indicating the date/dates of absence from duty due to illness, injury or incapacitation.
- For the first 20 working days in the leave year, the certificate should be provided to your EO/HR specifying the dates you were unfit for work – no diagnosis is necessary on the certificate.
- If you have been ill for over 20 working days, at this time you must submit a medical certificate with a diagnosis to the Medical Service (you may also seek the assistance of a colleague, if necessary). When it has been certified by the Medical Service you submit the certification in the Umoja system.

On your return from sick leave, you will need to record your absence in the Umoja Employee Self-Service (ESS) portal in Umoja. The requirements for processing your sick leave request will depend on the type of sick leave that you had to take.

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

For **certified sick leave** of more than seven days and up to 20 days, you will need to obtain medical certification from a licensed medical practitioner with no diagnosis specified. For sick leave of more than 20 days, you will need to submit an authorized certificate with a diagnosis. Both of these will be routed to your HR Partner in the Umoja system.

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 Absence Request**
4. Enter the dates of your sick leave and whether it is certified or uncertified
5. For certified sick leave, you are required to upload a copy of your doctor’s note.
6. Follow the onscreen steps to complete your request.

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.