



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 5.2
- Staff Rule 5.3 – Special leave
- ST/AI/2011/1 – Sabbatical leave programme
- ST/AI/2005/2 – Family leave, maternity leave and paternity leave
- ST/AI/2000/13 – Outside activities

Special leave

For Staff



Who

Staff members with fixed-term, continuing and permanent appointments may be granted special leave with pay, with partial pay, or without pay.

Staff members with temporary appointments may be granted special leave on an exceptional basis, for compelling reasons.



What

Special leave is time away from work granted to a staff member for purposes other than those covered by sick leave, annual leave, maternity/paternity leave or home leave. It may also be used in conjunction with other types of leave.

Special leave is normally granted without pay and is initiated by the staff member. You retain the right to return to your position once the period of special leave without pay has ended. Periods of special leave (either with or without pay) may affect your appointment and/or benefits and allowances.

While on special leave, a staff member retains his or her appointment with the Organization and continues to be subject to the United Nations Staff Regulations and Staff Rules.



Why

Special leave is made available to cover situations that require time away from work for various purposes which are not covered by other leave provisions and may be granted for reasons such as:

- personal or family emergencies or necessities, i.e. childcare, extended illness, death of a family member;
- occupation/employment or other activities outside of United Nations employment if the employment or activity is pre-approved by the Organization;
- deployment to serve in the armed forces of a staff member's country;
- to protect the pension benefits of a staff member within two years of achieving age of early retirement (currently age 55) or 25 years of contributory service;
- advanced study or research that is approved as being in the interests of the Organization;
- when called for official jury duty;
- adopting a child.

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When

Staff members should inform their manager of any situation that may require special leave and discuss the timing of the request. The granting of special leave without pay is at the discretion of the head of department/office.

Where special leave without pay has been approved for a staff member holding a fixed-term, continuing or permanent appointment, the department or office shall retain a lien against the staff member's post for the duration of the approved special leave. The duration of special leave without pay to a staff member holding a fixed-term appointment is limited to the duration of the fixed-term appointment, and does not in itself create an expectation of renewal or extension.

Continuity of service shall not be considered broken by periods of special leave with or without pay or with partial pay. However, adjustments shall be made to salary, allowances, benefits and service credits.

Where*

*as applicable



Offline



Staff members will need to make their request for special leave in the Employee Self Service (ESS) portal in Umoja. With the exception of jury duty, which is reviewed only by the manager, all special leave requests have a two-level approval. First, it is reviewed by their manager, who has authority to endorse or reject the request. If endorsed, the request gets routed to the HR partner, who will review and approve or reject the request, as applicable.

Staff members will need to upload supporting documents for special leave requests, as follows:

- Jury duty - the jury notice
- Birth or adoption - the birth certificate, and adoption decree, if applicable
- Family emergency - the death certificate or medical certificate of the of family member or other relevant supporting documentation
- Advanced studies or research - proof of the admission , or certification of school attendance

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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 need to make your request for special leave through ESS as follows:

- 1) Log in to **ESS**
- 2) Select **Time Management**
- 3) Select **Create Leave Request**
- 4) Choose the type of leave from the drop down menu (special leave without pay, with full pay...)
- 5) Choose the reason for the leave request (studies/research, family leave, etc.)
- 6) Input the requested dates for special leave
- 7) Use the attachment field to upload relevant documents
- 8) Follow the onscreen steps to complete your request

Your manager will receive a request for endorsement, and when endorsed, the request is routed in Umoja to OHRM for review and approval. When OHRM's decision to approve or decline special leave is made, you and your manager will receive an email notification. If special leave is approved, your time and attendance records are updated automatically in the Umoja system.

For Jury Duty:

- 1) Log in to **ESS**
- 2) Select **Time Management**
- 3) Select **Create Leave Request**
- 4) Choose **Jury Duty** from the drop down menu for type of leave
- 5) Choose the reason for the leave request (studies/research, family leave, etc.)
- 6) Input the requested dates for special leave
- 7) Use the attachment field to upload relevant documents
- 8) Follow the onscreen steps to complete your request

Your request will be routed to the manager for approval.

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