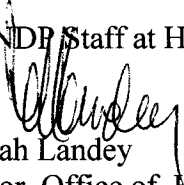


**To:** All UNDP Staff at Headquarters and Country Offices

**From:**   
Deborah Landey  
Director, Office of Human Resources  
Bureau of Management

**Subject:** (a) **Cut-off date for accumulation of annual leave**  
(b) **Maternity Leave**  
(c) **Payment of accrued annual leave upon separation**

**(a) Cut-off date for accumulation of annual leave**

1. Staff are reminded that there are limits to the accumulation of annual leave and it is in their best interest to plan and utilize their leave entitlements with due regard for the annual "cut-off date".
2. For staff under the 100 series of Staff Rules, no more than 60 days of annual leave may be accumulated and carried forward beyond the cut-off date of any given year. The cut-off date for staff under the 100 series is 31 March.
3. For staff under the 200 series of Staff Rules, the cut-off date is the anniversary date of their initial appointment. The maximum accumulation is: after one year, up to 30 working days may be carried forward from the first year to the second; after two years, up to 45 days may be carried forward; after three or more years, up to 60 working days may be carried forward.
4. **Effective 1 November 2000, locally-recruited ALDs will accrue 2.5 days annual leave per month worked- that is 30 working days per year.** Leave can be accumulated during the contract, or successive contracts up to 60 days for both local and internationally-recruited ALDs. The cut-off date for staff under the 300 series is 31 March. Unutilized leave at the time of separation **cannot** be commuted to cash.
5. Staff are advised to ascertain their annual leave balance by checking with the unit's leave monitor. If not already contemplated, staff under the 100 series should plan for their annual leave between now and 31 March with the supervisor's concurrence, and subject to exigencies of service, to avoid forfeiting any excess balance. In spite of requests each year for departure from this policy, such exceptions are not granted. In this regard, reasonable advance planning and management flexibility can help to avoid the problem of forfeiting excess balances.

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**b) Maternity Leave**

6. When appointment is extended solely to enable a staff member to utilize her maternity leave entitlement, such extension does not give rise to any further entitlement to salary increment, annual leave or home leave.

**c) Payment of accrued annual leave upon separation**

7. I also wish to take this opportunity to clarify that if, upon separation from service, a staff member has accrued annual leave under the 100 or 200 series, he/she will be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 60 days. Payment of locally-recruited staff will be calculated on the basis of the staff member's net salary plus language allowance. For internationally-recruited staff, payment will be based on the staff member's net salary plus post adjustment.
8. Staff should note a particular provision under Staff Rule 104.3 (a) that applies in the case of a new appointment at any time after 1 January 1993 within 12 months of separation from a previous appointment. Any entitlement that the staff member may have when separated for the second time will be adjusted in such a way that the total payments for the first and second separation do not exceed amounts which would have been paid had the service been continuous. Therefore, any payment that the staff member may have receive for accrued annual leave during the first separation in the UN Common System will be taken into account if the staff member was re-employed in the UN Common system within one year and then eventually separated. (For example, a staff member was working for the UN and upon separation from the UN was paid 32 days of accrued annual leave. If re-employed by UNDP within a period of 12 months, this staff member upon separation from UNDP would receive payment of up to 28 days of accrued annual leave.)