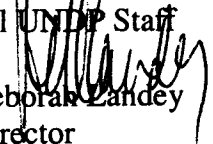


UNDP/ADM/2001/33  
20 September 2001

To: All UNDP Staff  
From:   
Deborah Landey  
Director  
Office of Human Resources  
Bureau of Management  
Subject: **Family Leave (FL)**

As described in circular UNDP/ADM/98/68 of 16 October 1998, UNDP's change initiatives have required us to update our operations and deliver a higher quality, more efficient service. Over the past months the Office of Human Resources (OHR) has continued to introduce a series of re-engineering measures to streamline staff administration processes. Another step in aligning our personnel administration services with the needs of UNDP is to provide offices and staff with a better understanding of entitlements and how they are administered.

Within this context, I am pleased to attach guidelines containing details of the current policies and procedures on Family Leave (FL) and a PowerPoint presentation which your office may wish to use when briefing staff on the subject.

While the policy governing FL remains unchanged, we would like to highlight that its purpose is to allow eligible staff members to use all or part of their uncertified sick leave (USL) for family-related emergencies.

We hope you will find these documents useful. Should you require any further information or clarification on this subject, please contact the OHR Service Centre Chief serving your duty station.

# **FL**

## **FAMILY LEAVE**

**UNDP/ADM/2001/33 of 20 September 2001**



**United Nations Development Programme**

OFFICE OF HUMAN RESOURCES



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## I. General

### **Purpose**

1. The purpose of family leave (FL) is to allow eligible staff members a period of time in the event of a family-related emergency.

### **Eligibility**

2. The following individuals are eligible for FL subject to the provisions of this circular:
  - a) all internationally-and locally-recruited staff members governed under the 100 Series of the UN Staff Rules;
  - b) all internationally-recruited staff members governed under the 200 Series of the UN Staff Rules; *and*
  - c) all internationally- and locally-recruited ALD staff members.

### **Entitlement**

3. Eligible staff members may use all or part of the maximum seven working days in a year (three working days per six consecutive months of service for ALD staff members) of uncertified sick leave (USL) as FL for family-related emergencies.
4. Examples of family-related emergencies are:
  - a) in the event of a death in the staff member's immediate family; *or*
  - b) to take care of his/her child or an immediate family member who becomes ill, etc.

### **Requests**

5. A staff member must make every effort to inform his/her supervisor in advance of the proposed leave and of its duration; if this is not possible, the staff member must provide the required information on the first day taken as FL.

### **Attendance Record**

6. When a staff member takes USL for family-related emergencies, it will be recorded in his/her attendance record as USL.
7. The limitation of three consecutive working days at a time does not apply.

### **Loss of Family Leave**

8. When an eligible staff member does not use all or part of his/her USL entitlement, he/she does not receive:
  - a) payment in lieu of; *nor*
  - b) additional annual leave (AL) credit; *nor*
  - c) credit for the next leave year.

## II. Relationship with other Entitlements, Benefits and Options

### Annual Leave

9. Staff members are not required to exhaust their accrued AL prior to proceeding on FL.
10. Requests to take AL for family-related emergencies will be favourably considered.
11. **Combination of Half-Time Work with Annual Leave.** Subject to the needs of the organization, requests to combine half-time work with AL for family-related emergencies, will be given favourable consideration.
12. **Example.** Instead of taking one week of full-time AL, the staff member may request half-time AL over a two-week period, combined with half-time work.

### Special Leave without Pay

13. Subject to exigencies of service, requests from staff members (except ALD staff members) for special leave without pay (SLWOP) for a family-related emergency, will be given favourable consideration.

### Flexible Working Arrangements

14. Subject to the needs of the organization, requests for a flexible working arrangement (for example, flexitime, ten in nine days, etc.) for family-related emergencies, will be given favourable consideration.

# FL Family Leave





# What is the purpose?

To allow an eligible staff member (SM) a period of time in the event of a family-related emergency



# Who is eligible?

All SMs governed under the

- 100 Series of the UN Staff Rules
- 200 Series of the UN Staff Rules
- 300 Series of the UN Staff Rules  
(Appointments of Limited Duration,  
ALDs)



# What is granted?

A SM may use all or part of the maximum 7 working days in a year (3 working days per 6 consecutive months of service for ALD SMs) of uncertified sick leave (USL) as FL for family-related emergencies, *e.g.*

in the event of a death in his/her immediate family; or

to take care of his/her child or an immediate family member who becomes ill, etc.



# How to request FL?

A SM must make every effort to inform his/her supervisor in advance of the proposed leave and of its duration

If the above is not possible, the SM must provide the required information on the first day taken as FL



# How is FL recorded?

When a SM takes USL for family-related emergencies, it is recorded in his/her attendance record as USL

The limitation of 3 consecutive working days at a time does not apply for family-related emergencies



# Loss of FL?

Eligible SMs who do not use all or part of their USL entitlement do not receive:

payment in lieu of; *or*

additional annual leave (AL) credit



# Annual Leave (AL)

SMs are not required to exhaust their accrued AL prior to proceeding on FL

Subject to the needs of the organization, the following requests for family-related emergencies will be favourably considered:

to take AL; *or*

to combine half-time work with AL



# Special Leave without Pay (SLWOP)

Subject to exigencies of service, requests from SMs (except ALD SMs) for SLWOP for a family-related emergency will be favourably considered



# Flexible Working Arrangements

Subject to the needs of the organization, requests for flexible working arrangements to attend family emergencies will be favourably considered

# Any Questions?



# Thank You

