



27 February 2023

Administrative instruction

Parental leave and family leave

The Under-Secretary-General for Management Strategy, Policy and Compliance, pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#) and for the purpose of implementing staff rules 5.5, 6.2 and 6.3 and General Assembly resolution [77/256 B](#) of 30 December 2022, hereby promulgates the following:

I. Parental leave

Section 1 General

1.1 Parental leave with full pay shall be granted under staff rule 6.3, subject to the provisions of the present instruction.

1.2 The present instruction governs the administration of parental leave in respect of a child born or adopted on or after 1 January 2023, provided that the staff member was in service at the time of the birth or adoption.

1.3 Staff members wishing to take parental leave shall submit a request for parental leave and shall, in addition, inform their supervisors at least one month before the expected commencement of the leave. The Office of Human Resources will publish a policy guideline on the required supporting documentation to be submitted with the request.

1.4 If two staff members become parents together, each of them can exercise their own parental leave entitlement under the conditions applicable to their situation, regardless of their marital status.

Section 2 Parental leave for staff members who become parents without giving birth

2.1 Staff members who become parents without giving birth shall be granted 16 weeks of parental leave with full pay, subject to the provisions of the present instruction.

2.2 Parental leave under this section may not be granted more than once in any 12-month period from the date of birth or adoption of a child.



2.3 Staff members may take parental leave under this section at any time within 12 months from the date of their child's birth or adoption. Any portion of parental leave that is not utilized within that 12-month period shall be forfeited.

2.4 Unless otherwise provided in the present instruction, parental leave under this section may be taken either continuously or in separate periods, in units of half days or days.

Additional conditions in the case of adoption

2.5 Staff members who adopt a child shall be granted 16 weeks of parental leave with full pay under this section subject to the following additional conditions:

(a) The child is legally adopted or, in the case of customary or de facto adoption, may be recognized as a dependant of the staff member under the applicable Staff Regulations and Rules of the United Nations;

(b) Parental leave shall not be granted when the child is a stepchild of the staff member, or when the child has previously been living with the staff member for an extended period;

(c) Normally, the adopted child must be under the age of 18 years.

Additional conditions applicable to staff members holding a temporary appointment

2.6 Staff members holding a temporary appointment shall be granted 16 weeks of parental leave with full pay in accordance with the provisions of this section if they have completed six months of continuous service and are expected by the Secretary-General to continue in service for at least three months upon return from parental leave.

2.7 Any portion of parental leave that is not utilized within the duration of the appointment shall be forfeited.

Section 3

Parental leave for staff members who become parents by giving birth

3.1 Staff members who become parents by giving birth shall be granted 16 weeks of parental leave with full pay, as well as an additional 10 weeks of combined prenatal and postnatal (hereinafter pre- and post-delivery) leave with full pay, bringing the total duration of their parental leave to 26 weeks, subject to the provisions of the present instruction.

10 weeks of pre- and post-delivery leave

3.2 Pre-delivery leave shall not commence earlier than two weeks prior to the expected date of delivery indicated in a certificate from a licensed medical practitioner or midwife, to be provided by the staff member. Any questions or doubts as to the validity of the medical certificate shall be referred to the Medical Director or designated medical officer. Any unused portion of the pre-delivery leave shall be added to the post-delivery leave.

3.3 If, during the period preceding the start of the two weeks of pre-delivery leave, the staff member is not fit to continue to work, the matter shall be referred to the Medical Director or designated medical officer by the executive or local human resources office. When the Medical Director or designated medical officer determines that the staff member is not fit to continue to work on a full-time or part-time basis, the staff member's absence from work shall be charged to sick leave, under the conditions applicable to the certification of sick leave.

3.4 Post-delivery leave shall be granted for a continuous period equivalent to the difference between 10 weeks and the actual duration of the pre-delivery leave.

16 weeks of parental leave

3.5 Unless otherwise provided in the present instruction, the remaining 16 weeks of parental leave may be taken continuously or in separate periods in units of half days or days at any time within a 12-month period from the date of the child's birth as indicated in the birth certificate. Any portion of parental leave that is not utilized within that 12-month period shall be forfeited.

Section 4

Relationship of parental leave to sick leave and annual leave

4.1 Annual leave shall accrue during parental leave except as provided in sections 5.4 and 5.7 below. Annual leave may be combined with parental leave, except during the 10-week pre- and post-delivery period mentioned in sections 3.2 to 3.4 above.

4.2 Except as provided in section 4.3 below, sick leave may be granted during parental leave.

4.3 No sick leave shall be granted during the 10-week pre- and post-delivery portions of the parental leave mentioned in sections 3.2 to 3.4 above, except where the Medical Director determines that serious illness incapacitates the staff member from providing reasonable basic care for the newborn.

Section 5

Extension of appointments for utilization of parental leave

5.1 The fact that staff members are or will be on parental leave shall not be a factor when considering extension of appointment. They shall be considered for an extension of appointment or the granting of another type of appointment under the same criteria as other staff members.

Extension of fixed-term appointments

5.2 In the case of staff members who become parents without giving birth, if the staff member's fixed-term appointment is not renewed on the basis of considerations unrelated to the staff member's possible entitlement to parental leave, and the current appointment is due to expire during the first eight weeks following the birth or adoption of the child, the appointment will be extended to cover a maximum period of eight weeks of parental leave to be taken in one continuous period from the date of the child's birth or adoption.

5.3 In the case of a staff member who becomes a parent by giving birth, if the staff member's fixed-term appointment is not renewed on the basis of considerations unrelated to the staff member's pregnancy, and when parental leave has started prior to the expiration of the fixed-term appointment but has not been completed during the appointment, the appointment shall be extended to cover the full duration of the 26-week parental leave entitlement to be taken in one continuous period.

5.4 When a fixed-term appointment is extended solely to enable staff members to utilize their parental leave entitlement under sections 5.2 and 5.3 above, such extension shall not give rise to any further entitlement to salary increment, annual leave, sick leave, home leave or parental leave, but credit towards repatriation grant may continue to accrue if the staff member has not returned to the home country, where applicable. In the event of the staff member's death during the period of the extension, the period prior to the death may be taken into consideration in the determination of the death benefit provided under staff rule 9.9.

Extension of temporary appointments

5.5 In the case of staff members who become parents without giving birth, the temporary appointment shall not be extended solely for the purpose of taking parental leave.

5.6 In the case of a staff member who becomes a parent by giving birth, when parental leave has started prior to the expiration of the temporary appointment but has not been completed during the temporary appointment, the appointment of the staff member shall be extended, on an exceptional basis, to cover the full duration of the 26-week parental leave entitlement to be taken in one continuous period.

5.7 When a temporary appointment is extended solely to enable staff members to utilize their parental leave entitlement under section 5.6 above, such extension shall not give rise to any further entitlement to salary increment, annual leave, sick leave, home leave or parental leave. In the event of the staff member's death during the period of the extension, the period prior to the death may be taken into consideration in the determination of the death benefit provided under staff rule 9.9.

Section 6**Leave in case of fetal death or death of a newborn or adopted child***Non-childbearing staff members*

6.1 In the event of a fetal death prior to the completion of 24 full weeks of pregnancy, parental leave shall not be granted. A staff member may request sick leave in accordance with the established procedure.¹

6.2 In the event of fetal death after the completion of 24 full weeks of pregnancy, and upon submission a medical certificate attesting to the fetal death, the staff member may be granted two weeks of special leave with full pay under staff rule 5.5 to be taken within a 12-month period from the date of death and completed within the duration of the appointment.

6.3 In the event of the death of a child after live birth or after adoption, the staff member shall be granted 16 weeks of parental leave in accordance with the provisions of the present instruction governing parental leave for staff members who become parents without giving birth. However, section 5.2 shall not apply, and the staff member's fixed-term appointment shall not be extended solely for the purpose of taking parental leave.

6.4 Staff members on temporary appointments who do not have any entitlement to parental leave under section 2.6 above shall not be entitled to the leave referred to in sections 6.2 and 6.3 above.

Childbearing staff members

6.5 In the event of a fetal death prior to the completion of 24 full weeks of the staff member's pregnancy, parental leave shall not be granted. The staff member may request sick leave in accordance with the established procedure.²

6.6 In the event of a fetal death after the completion of 24 full weeks of the staff member's pregnancy, and upon submission of a medical certificate attesting to the fetal death, the staff member may be granted 12 weeks of special leave with full pay under staff rule 5.5, to be taken within a 12-month period from the date of the death.

¹ ST/AI/2005/3.

² Ibid.

The staff member may also request sick leave in accordance with the established procedure.³

6.7 If a staff member's appointment is due to expire during the period of special leave with full pay referred to in section 6.6 above, the appointment of the staff member shall be extended, on an exceptional basis, to cover the unused portion of the leave to be taken in one continuous period.

6.8 In the event of the death of a child after live birth, the staff member shall continue to be granted the parental leave entitlement upon submission of a birth certificate, in accordance with the provisions of the present instruction governing parental leave for staff members who become parents by giving birth.

II. Family leave

Section 7

General

Family leave may be granted under staff rules 5.5 and 6.2, subject to the conditions below.

Section 8

Family leave under the uncertified sick leave entitlement

In cases of personal or family-related emergencies, for which the entitlement to uncertified sick leave under staff rule 6.2 may be used, staff members shall make every effort to inform their supervisors in advance of the proposed leave and of its duration; if this is not possible, they shall inform their supervisors on the first day taken as emergency leave. Staff members shall not be required to share details of their personal or family emergency with their supervisors.

Section 9

Special leave without pay

Special leave without pay under staff rule 5.5 for a newborn or adopted child

9.1 Special leave without pay for a period of up to two years may be granted under staff rule 5.5 to a staff member who is the parent of a newborn or adopted child, provided that the staff member has a continuing appointment, or has completed three years of continuous service on a fixed-term appointment and is expected by the Secretary-General to continue in service for at least six months beyond the date of return from the proposed special leave without pay.

9.2 In exceptional circumstances, such as serious disability, injury or illness of the child, an additional period of special leave without pay of up to a maximum of two years may be granted under staff rule 5.5. The staff member's request should be accompanied by a medical certificate attesting to the child's disability or illness. The medical certificate shall be submitted to the Medical Director or designated medical officer for validation.

9.3 When both parents are staff members, each of them may request special leave without pay under this section, regardless of their marital status.

9.4 Requests for special leave without pay should normally be submitted to the executive office or local human resources management section, through the supervisor, at least one month before the commencement of the proposed leave.

³ Ibid.

9.5 In order to ensure reabsorption of the staff member on return from leave, the staff member's head of entity⁴ shall ensure that a position is available at the same duty station, at the appropriate level and with functions reasonably comparable to those discharged by the staff member before leave was taken. The staff member may be required to undertake training in order to facilitate reabsorption.

Special leave without pay in cases of death or emergency

9.6 In accordance with staff rule 5.5, staff members may request special leave without pay upon the death of a member of the immediate family of the staff member, which includes a spouse, child, parent, brother or sister, or in case of serious personal or family emergency. Such leave shall normally be granted for a period of up to two calendar weeks, plus necessary travel time, if applicable.

Section 10

Final provisions

10.1 The present administrative instruction shall enter into force on 1 January 2023.

10.2 The provisions of administrative instruction [ST/AI/2005/2](#) ("Family leave, maternity leave and paternity leave") shall apply to those staff members who were eligible to 16 weeks of maternity leave, 4 or 8 weeks of paternity leave or 8 weeks of adoption leave, on or before 31 December 2022.

10.3 [ST/AI/2005/2](#) shall be abolished as of 31 December 2022, without prejudice to the provisions of section 10.2 above.

10.4 Sections 9.4 to 9.6 of administrative instruction [ST/AI/2010/4/Rev.1](#) on the administration of temporary appointments and sections 4.5 to 4.8 of [ST/AI/2013/1](#) on the administration of fixed-term appointment are hereby superseded.

(Signed) Catherine **Pollard**
Under-Secretary-General for
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⁴ "Head of entity" has the meaning set forth in footnote 1 of the Secretary-General's bulletin [ST/SGB/2019/2](#) on delegation of authority in the administration of the Staff Regulations and Rules and the Financial Regulations and Rules, as may be amended.