**Family Leave**

1. The purpose of family leave is to allow eligible staff members a period of time in the event of a family-related requirement. Family leave is a justification for leave, not an additional amount of leave. It expands the acceptable justification for taking uncertified leave without increasing the overall amount of leave.

**Eligibility**

1. All internationally and locally recruited staff members governed under the UN Staff Regulations and Staff Rules are eligible for family leave.

**Entitlement**

1. Eligible staff members may use all or part of the maximum seven working days of uncertified sick leave as family leave for family-related emergencies. Examples of family-related emergencies are:
2. In the event of a death in the staff member’s immediate family; or

b) To take care of their child or an immediate family member who becomes ill etc.

**Loss of Family Leave**

1. When eligible staff members do not use all or part of their uncertified sick leave entitlement, they do not receive:
2. Payment in lieu;
3. Additional annual leave credit; or

c) Credit for the next leave year.

**Relationship with Other Entitlements, Benefits and Options**

**Annual leave**

1. Staff members are not required to exhaust their accrued annual leave before taking family leave. Requests to take annual leave for family-related emergencies will be favourably considered.

**Combination of half-time work with annual leave**

1. Subject to the needs of the Organization, requests to combine half-time work with annual leave for family-related emergencies will be given favourable consideration. (Example): Instead of taking one week of full-time annual leave, the staff member may request half-time annual leave over a two-week period, combined with half-time work.

**Special leave without pay**

1. Subject to the exigencies of service, requests from staff members for SLWOP for a family-related emergency will be given favourable consideration.

**Flexible Arrangements**

1. 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

**Flowchart**

Structure Element - Flow Chart



**Roles and Responsibilities**

|  **Responsible Party** |  **Responsibilities** |  **Remarks** |
| --- | --- | --- |
|  **Staff member** | * Approaching their supervisor and submitting a request for family leave
* Request amendment or deletion of an approved family leave request
 | * Any request to amend or delete an approved leave must be initiated by the staff member and recorded in UNALL
 |
|  **Supervisor** | * Approving the request of the staff member
* Ensure the necessary parties are copied on communication to permit proper record keeping
* Making arrangements to ensure work of the unit is shared appropriately and does not lapse
 |  |
|  **HR Business Partner** | * Providing advice and answering questions to ensure clarity and compliance with the policy
 |   |
|  **HR administrator** | * Ensuring accurate administration surrounding implementation of the policy, including copies to files, etc.
 |  |
|  **Absence processor (Leave monitor)/HR associate** | * Assist staff without access to UNALL to upload or register approved family leave request in UNALL
* Reconcile all monthly and yearly leave statements with UNALL
* Providing advice and answering questions on family leave
 | * All manual off-line leave requests and leave is taken must always be recorded in e-Services
* All monthly and/or annual leave statements must be reconciled with e-Services
 |