**Sick Leave**

# General Provisions

1. Staff members who are unable to perform their duties due to illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave under [United Nations Staff Rule 6.2](https://policy.un.org/browse-by-source/staff-rules#Rule%206.2)and in accordance with the provisions of this policy document.

1. For sick leave specifically related to injury or illness that is considered to be attributable to the performance of official duties on behalf of UNDP, in addition to the relevant provision of this policy document, [Appendix](http://www.un.org/hr_handbook/English/sourcedocuments_/04staffrules_/staffrulesappen-2/staffrulesappen.doc) [D of the UN Staff Rules](https://policy.un.org/browse-by-source/staff-rules#Appendix%20D)applies.

1. Staff members are responsible for informing their supervisors and HR focal points/leave monitors promptly of absence due to injury or illness to enable timely entry into the HR e-Services module.

1. Certified sick leave will be granted only on the basis of a medical certificate or report from a medical practitioner licensed to practice where the certificate or report is issued, except in cases of uncertified sick leave as detailed in paragraphs 6 and 7.

# Entitlement

5. Staff members are entitled to sick leave, inclusive of certified and uncertified sick leave as described below and in accordance wit[h](http://www.un.org/hr_handbook/English/sourcedocuments_/04staffrules_/sr62sickleave/sr62sickleave.doc) [UN Staff](https://policy.un.org/browse-by-source/staff-rules#Rule%206.2) [Rule 6.2:](http://www.un.org/hr_handbook/English/sourcedocuments_/04staffrules_/sr62sickleave/sr62sickleave.doc)

1. Staff members holding a temporary appointment shall be granted sick leave at the rate of two working days per month of contractual service, the total of which is computed and credited upon appointment of the staff member based on their appointment duration.

1. Staff members holding fixed-term appointment with less than three years of continuous service shall be granted sick leave up to 65 working days on full salary and 65 working days on half salary in any period of 12 consecutive months. Three months are equivalent to 65 working days.

1. Staff members holding a permanent or continuing appointment or who have completed three or more years of continuous service on a fixed-term appointment shall be granted sick leave up to 195 working days on full salary and 195 working days on half salary in any period of 48 consecutive months. Nine months are equivalent to 195 working days.

# Uncertified Sick Leave

1. Uncertified sick leave may be used when staff members are unable to perform their official duties due to illness or injury or for reasons of family-related emergencies. Staff members may take sick leave, inclusive of uncertified illness or family emergencies, without producing a medical certificate for a consecutive or cumulative maximum of seven working days in an annual cycle starting 1 April of the current year and ending 31 March of the following year. Any balance of un-used uncertified sick leave cannot be carried over from one annual cycle to the next.

1. Uncertified sick leave, including days used for family-related emergencies, is part of the total sick leave entitlement as detailed in paragraph 5.

# Certified Sick Leave

1. Absence from work for more than seven consecutive working days must be supported by a medical certificate or a medical report issued by a duly qualified medical practitioner to the effect that the staff members are unable to perform their duties by reason of illness or injury. The medical certificate must indicate the date or dates of absence from duty by reason of illness, injury or incapacitation, without identification of diagnosis. The medical certificate or report must be submitted by the staff member by uploading it in the HR e-Services module no later than 20 days following the first day of the sick leave.

1. A medical certificate or medical report from a duly qualified practitioner is not required under the following circumstances:

* 1. For a period of absence owing to illness or injury that has already been certified by the UN Medical Director or designated medical officer at the duty station in the form of a ‘sent home’ slip;

* 1. For a period of absence of up to half a day owing to a visit to a licensed medical practitioner, upon submission of a certified note from the doctor indicating that the staff member consulted the doctor or dentist.

1. Sick leave up to 20 working days taken cumulatively or consecutively during a 12-month period is approved by the staff member’s supervisor, upon presentation by the staff member of medical certificates, medical reports, ‘sent home’ slips or confirmation of medical appointment/consultation letters.

1. For sick leave beyond 20 working days, the staff member must submit the required medical certificate, the MS 24 form and medical report directly to the United Nations Division of Health-Care Management and Occupational Safety and Health (UN DHMOSH) or designated medical officer for certification as soon as possible and not later than the 20th working day following the initial absence from duty/ the office.

1. Where a medical certificate or report is not submitted as per paragraphs 8 and 10 or if the sick leave is not certified by the UN Medical Director or designated medical officer, the absence shall be treated for administrative purposes as unauthorized absence in accordance with [UN Staff Rule 5.3](https://policy.un.org/browse-by-source/staff-rules#Rule%205.3)(c) (ii).

1. Late submissions of the required medical certificate or report as well as determination by the Administrator or designated representative that the late submission was attributable to circumstances beyond the staff member’s control, e.g., medical condition, will result in the absence being charged to sick leave upon certification by the UN Medical Director or designated medical officer.

1. Staff members on sick leave may be required, at any time, to submit a medical certificate in respect to their condition or to undergo examination by a medical practitioner designated by UN DHMOSH.

1. Sick leave may be refused or the unused portion withdrawn if it is determined by UN DHMOSH that the staff member is able to return to work or if the staff member does not attend a medical examination when required to do so. The staff member is entitled to seek a review of the matter, in which case it is referred to another medical practitioner or to a medical board acceptable to both the United Nations Medical Director and the staff member in accordance wit[h](http://www.un.org/hr_handbook/English/sourcedocuments_/04staffrules_/sr62sickleave/sr62sickleave.doc) [UN Staff Rule 6.7](https://policy.un.org/browse-by-source/staff-rules#Rule%206.7)(a).

1. Staff members on sick leave who need to leave their duty station must, prior to departing, provide confirmation from their medical practitioner that they are fit to travel, and their contact address to the designated Human Resources/Operations focal point at the duty station.

1. Authorized absences due to an injury or illness attributable to service shall be charged to the sick leave of the staff member. For this purpose, the staff member may be granted a special sick leave credit equal to the authorized service-incurred sick leave in accordance with and subject to [Appendix D to the UN Staff Rules](https://policy.un.org/browse-by-source/staff-rules#Appendix%20D)[.](http://www.un.org/hr_handbook/English/sourcedocuments_/04staffrules_/staffrulesappen-2/staffrulesappen.doc)

# Sick Leave on Half Pay and Combination with Annual Leave or Part-time Work (Half Duty)

1. When staff members have exhausted all of their entitlement to sick leave on full pay, further sick leave will be charged to the sick leave on half-pay entitlement as per paragraphs 5 (b) and (c) until the entitlement to sick leave on full pay arises again after the four-year period for the initial entitlement.

1. Staff members on sick leave with half pay may elect to maintain their full-pay status by supplementing their half-pay sick leave with any accrued annual leave until such annual leave is exhausted.

1. When staff members on sick leave are medically cleared by UN DHMOSH to return to duty on a half-time basis, they will remain on full-pay status by using their sick leave at half-pay entitlement. (Refer to ‘Part-time Employment’ under Flexible Work Arrangements)

# Extension of Fixed-term and Temporary Appointments for Use of Sick Leave Entitlement

1. When staff members on a fixed-term or temporary appointment are incapacitated for service by reason of an illness that continues beyond the date of expiration of the appointment, they shall be granted an extension of their appointment, after consultation with the United Nations Medical Director or designated medical officer, for the continuous period of certified illness up to the maximum entitlement to sick leave at full pay, and in the case of fixed-term appointments at half pay as per paragraphs 5 (b) and (c).

1. When staff members’ fixed-term or temporary appointments are extended solely to enable them to use their sick leave entitlement, the following applies:
	1. No further entitlement to salary increment, annual leave, sick leave, parental leave or home leave;
	2. Continued accrual of service credit towards repatriation grant if the staff members have not returned to their home country; and
	3. Continued accrual of service credit towards death benefit in the event of death during the period of extension.

1. Sick leave on half pay during the period of extension may not be supplemented by annual leave, i.e., the provisions in paragraph 19 do not apply when the staff members’ appointments are extended solely to enable them to use their sick leave entitlement. In the event of death of the staff member, the period prior to the death may be taken into account in the determination of the death benefit provided in [UN Staff Rule 9.](https://policy.un.org/browse-by-source/staff-rules#Rule%209.9)9(a).

# Before Exhaustion of Sick Leave Entitlement

24. In cases where staff members are approaching exhaustion of their entitlement to sick leave with full pay, the designated HR focal point must bring the situation to the attention of OHR, which will contact the United Nations Medical Director in order to determine whether those staff members should be considered for a disability benefit under article 33 (a) of the [Regulations, Rules and Pension Adjustment System of the United Nations Joint Staff](https://www.unjspf.org/wp-content/uploads/2024/01/2024-UNJSPF-Regulations-1-January-2024-English-1.pdf) [Pension Fund](http://www.unjspf.org/UNJSPF_Web/pdf/RegRul/RegulationsRulesPAS_2015.pdf) (UNJSPF) while they are is on sick leave with half pay. UN DHMOSH, via OHR, shall periodically contact offices with instructions for the submission of cases for consideration for disability benefit. (Refer to Termination of Appointment for Reasons of Health)

# Exhaustion of Sick Leave Entitlement

1. When the entitlement to sick leave has been exhausted, further absences due to illness or injury shall be charged to any annual leave that the staff member may have accrued. When the entitlements to sick leave and annual leave have been fully exhausted, the staff member may be placed on special leave without pay, subject to approval by the Director, Office of Human Resources (OHR).

1. When the staff member is being considered for a disability benefit and all paid leave (i.e., sick leave and annual leave) entitlements have been exhausted because of a delay in the medical determination of the staff member’s incapacity for further service or in the decision by the United Nations Staff Pension Committee whether to award a disability benefit, the staff member will be placed on special leave with half pay until the date of such a decision. This provision does not apply if the staff member does not pursue consideration for the UN disability benefit.

# Effect of Sick Leave on other Entitlements

1. A staff member shall continue to accrue annual leave while on sick leave with full-pay status, while absent from work under an agreed arrangement combining a half day of annual leave with a full day of sick leave at half pay, and while absent from work under an officially agreed arrangement whereby half-time duty is combined with a full day of sick leave at half pay, in accordance with[UN Staff Rule](https://policy.un.org/browse-by-source/staff-rules#Rule%205.3) [5.3](http://www.un.org/hr_handbook/English/sourcedocuments_/04staffrules_/sr51annualleave/sr51annualleave.doc) (a) and (b).

1. The accrual of annual leave is subject to the staff members being in full-pay status and therefore no annual leave will accrue during periods of sick leave at half pay, except when the staff members request to combine each day of sick leave at half pay with one half day’s annual leave to maintain their full pay status as per paragraph 19.

1. Periods of sick leave, whether on full or half pay, except for situations described in paragraphs 22 and 23 shall not affect the accrual of service credits, where applicable, towards salary increment, home leave, termination indemnity and repatriation grant. Sick leave on full pay or half pay does not affect participation in the United Nations Joint Staff Pension Fund. The staff member’s and UNDP’s contributions remain the same (i.e., full contribution) during sick leave with half pay.

1. Staff members who are on sick leave with half pay after exhausting their sick leave on full pay and who cannot be maintained on full-pay status through a combination of sick leave on half pay with accrued annual leave or half-time duty, shall receive:

* 1. Half of their base salary and post adjustment, where applicable;

* 1. The full amount of the following allowances and benefits: dependency allowance, language allowance, education grant, mobility and hardship allowance, rental subsidy and health insurance subsidy, as applicable, depending on the staff member’s type of appointment. Individual allowances and benefits linked to the performance of functions under defined circumstances, as is the case for special post allowance, salary differential or night differential, shall not be payable.

# Sick Leave during Periods of Annual Leave and Parental Leave

1. Any illness during annual leave, including home leave, family visit and reverse education grant travel, may be approved as certified sick leave if such illness is certified in accordance with paragraphs 10 and 11. The days of absence due to illness reported immediately preceding or following a period of annual leave authorized in advance are treated separately as sick leave (uncertified or certified) in the normal way.

1. No sick leave will be granted during paid parental leave, except when serious (life-threatening) complications arise during the prenatal and postnatal leave of birth parents as determined by UN DHMOSH and in line with [UN Staff Rule](https://policy.un.org/browse-by-source/staff-rules#Rule%206.3) 6.3 (d). If, on expiration of parental leave, a staff member is unable to return to duty because of illness, such absence will be charged to sick leave upon presentation of a medical certificate in accordance with paragraphs 10 and 11.

# Sick Leave and Inability to Perform Duties Related to Public Health Crises

1. In cases of a public health crisis, as declared the WHO, which may affect a staff member through contact with a suspected or confirmed medical case, staff and their family members must immediately notify UN DHMOSH or the designated medical officer at the duty station. Staff members should not report to duty.

1. When offices are open,staff members who are unable to perform their functions:
	1. by reason of illness related to the public health crises, will be granted certified sick leave; or
	2. by reasons of quarantine at the direction of UN DHMOSH will be granted Special Leave with Full Pay (SLWFP).

1. When offices are closed, staff members who are on sick leave at the time the offices are closed, will be placed on SLWFP as from the day they were expected to report for duty following exhaustion of their approved certified/uncertified sick leave.

1. The above provisions on public health crises may be amended and superseded, as appropriate, by administrative guidelines issued at the direction of United Nations Medical Director.