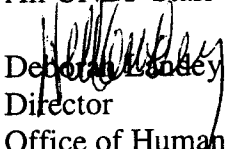


UNDP/ADM/2001/30
27 August 2001

To: All UNDP Staff

From: 
Deborah Lindsey
Director
Office of Human Resources
Bureau of Management

Subject: **Paternity Leave (PL)**

"A transformed partnership based upon equality between women and men is a condition for people-centred sustainable development. A sustained and long-term commitment is essential, so that women and men can work together for themselves, for their children and for society to meet the challenges of the twenty-first century." (Mission statement underlying the character of the new relationship between men and women set forth in the Beijing Platform for Action following the Fourth World Conference on Women)

1. UNDP's Work-Life agenda is a continuing effort to ensure the responsiveness and relevance of human resource policies and systems to meet the changing needs of our workforce. As part of that effort, I am very pleased to introduce Paternity Leave (PL) in UNDP. Paternity leave represents a historic policy shift in the organization's recognition of how present day family realities and responsibilities affect the lives and choices of our staff. UNDP's role was critical in the discussions of this new policy with UN system partners so as to ensure that the implications and benefits of PL be serious and meaningful. I am delighted that PL, in this introductory phase, meets this high standard.
2. PL has been structured around the rationale of the current entitlement for Adoption Leave (ADL). It will consist of up to eight weeks paid leave starting at any time during the six-month period following the child's birth. Unlike Maternity Leave (ML), the staff member may request that the eight weeks be broken into two periods of equal or different duration, provided that the second period begins during the six-month period following the child's birth.
3. In implementing this new policy maximum flexibility should be applied to achieve the spirit of the rule. Assisting families adjust to the birth of a child is the paramount consideration.

4. The provisions and procedures for requesting PL as set out in the attached comprehensive guidelines enter into force with immediate effect. Also enclosed is a PowerPoint presentation that your office may wish to use when briefing staff on the subject. Should you require any further information or clarification on this new policy, please contact the OHR Service Centre Chief serving your duty station.

PL

PATERNITY LEAVE

UNDP/ADM/2001/30 of 27 August 2001



United Nations Development Programme

OFFICE OF HUMAN RESOURCES



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I. General

Purpose

1. The purpose of paternity leave (PL) is to allow an eligible staff member a period of time to bond with and take care of his newly-born child.

Eligibility

2. All UNDP male staff members governed under the 100 or 200 Series of the UN Staff Rules are eligible for PL, subject to the provisions of this circular.
3. ALD staff members are only eligible to use all or part of their uncertified sick leave (USL) as PL.

Duration

4. PL consists of up to eight weeks of special leave with full pay (SLWFP). An eligible staff member is not required to take PL. The staff member may opt to take all eight weeks, less than eight weeks, or not to exercise PL.
5. PL normally may be granted:
 - a) as one continuous period starting at any time within the six-month period following the child's birth; *or*
 - b) in two periods of equal or different duration, provided the second period begins within the six-month period following the child's birth
6. **Combination of Paternity Leave with Half-Time Work.** Staff members may opt to combine half-time PL with half-time work.
7. **Example.** Instead of taking eight weeks of full-time PL, the father may request six weeks of full-time PL, and four weeks of half-time PL combined with half-time work.

Conditions

8. PL may be granted when the child meets the eligibility requirements to be recognized as a dependent child of the staff member (or of the spouse, if a UNDP or UN system staff member) under the applicable rules.
9. **Interval between Requests for Paternity Leave.** A minimum of twelve months is required between the ending date of one PL and the starting date of the next.
10. **Maximum number of Requests for Paternity Leave.** The maximum number of requests for PL during a staff member's career is six, irrespective of whether or not the staff member's period of service is continuous.

When Both Parents are Staff Members

11. When both parents are staff members, the father, if he is a UNDP staff member, is eligible to take up to eight weeks of PL.

Requests

12. A staff member interested in taking PL must complete the "Paternity Leave Request Form" (see Annex A), and submit it, through his supervisor:
 - a) *if stationed outside New York*, to his local Administrative Officer; *or*
 - b) *if stationed in New York*, to the OHR Service Centre Chief serving the organizational unit.
13. The request must be submitted normally three months in advance of the date on which the father anticipates to take PL and must be accompanied:
 - a) *if submitted before delivery*, by a certificate from a licensed medical practitioner or midwife attesting to the expected delivery date. A copy of the child's birth certificate must be submitted after delivery (if not available, satisfactory documentary evidence as per local law); *and*
 - b) *if submitted after delivery*, by a copy of the child's birth certificate (if not available, satisfactory documentary evidence as per local law).

14. **International Staff Stationed Outside NY.** In order to prepare the relevant Personal Action, the local Administrative Officer must notify the Service Centre Chief serving the duty station, of the starting date of the SLWFP for PL purposes.

Attendance Record

15. When a staff member takes PL, it will be recorded in his attendance record as SLWFP with a remark that it is for PL purposes.
16. When an ALD staff member takes USL (see paragraph 3) as PL, it will be recorded in his/her attendance record as USL.

Loss of Paternity Leave

17. When an eligible staff member does not take all or part of his PL, he does not receive:
 - a) payment in lieu of; *or*
 - b) additional annual leave (AL) credit.

Other

18. PL is not increased if the mother gives birth to more than one child.
19. In the unfortunate event that the child dies during or shortly after birth, the staff member is eligible for PL.

II. Relationship with other Entitlements, Benefits and Options

Annual Leave

20. A staff member continues to accrue annual leave (AL) while on PL.
21. A staff member is not required to exhaust his accrued AL prior to proceeding on PL.
22. Subject to the needs of the organization, requests to take AL following PL will be favourably considered.
23. **Combination of Half-Time Work with Annual Leave.** Subject to the needs of the organization, requests to combine half-time work with AL following PL will be given favourable consideration.
24. *Example.* Instead of taking two weeks of full-time AL following PL, the father may request half-time AL over a four-week period, combined with half-time work.

Sick Leave

25. Sick Leave (SL) is not granted while a staff member is on PL.

Service Credit

26. A staff member accrues service credit for all entitlements during PL, except when an appointment is extended solely to enable a staff member to utilize his PL (see paragraphs 28 and 29).

Extension of a Fixed-Term Appointment

27. A staff member on a fixed-term appointment will be considered for extension or conversion of his appointment under the same criteria as other staff. The fact that a staff member is or will be on PL, will not be a factor in that consideration.

Expiration of a Fixed-term Appointment

28. If a decision is made not to extend a staff member's fixed-term appointment and his current appointment is due to expire *during* the period of PL, the appointment will only be extended if he has taken less than four weeks PL and for the period required to complete the four weeks.
29. When an appointment is extended solely to enable a staff member to utilize at least four weeks of PL, such extension will not give rise to any further entitlement to salary increment, AL, SL or home leave (HL), but credit towards repatriation grant (RG) may continue to accrue if the staff member has not returned to his home country. In the event of death during the period of extension, the period prior to the staff member's death may be taken into account in the determination of the death benefit.

Special Leave Without Pay

30. Subject to exigencies of service, requests from staff members (except ALD staff members) for special leave without pay (SLWOP) to take care of their newly-born children, will be given favourable consideration.

Duty Travel

31. **Single Fathers.** UNDP pays a lump sum to help cover the travel costs for infants, who are under two years of age, and who accompany their single fathers on official duty travel (DT) to a family duty station. The lump sum per infant is equivalent to:
 - a) 10 per cent of the cost of the staff member's ticket; *plus*
 - b) 10 per cent of the staff member's DSA.
32. No lump sum is paid for a baby sitter or when the single father travels to a non-family duty station.
33. The lump sum is charged to the same funding source covering the travel costs for the staff member and requested with the travel request.

Flexible Working Arrangements

34. Subject to the needs of the organization, requests for a flexible working arrangement (for example, flexitime, ten in nine days, etc.) following PL, will be given favourable consideration.

ANNEX A
Paternity Leave Request Form

(See next page)



PATERNITY LEAVE REQUEST

Name of Staff Member

Duty Station

Division or Section

I hereby request Paternity Leave (PL) to bond with and take care of my:

a) newly-born child whose date of birth¹ is: _____ *or*
D/M/Y

b) expected child whose anticipated date of birth² is: _____
D/M/Y

PL is requested from:

First period: _____ through _____
(first working day - D/M/Y) (last working day - D/M/Y)

Second period: _____ through _____
(first working day - D/M/Y) (last working day - D/M/Y)

While on PL, I can be reached at the following address(es) and telephone number(s):

ADDRESS(ES) (D/M/Y)	TELEPHONE NUMBER(S)	DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Staff Member D/M/Y

Signature of Supervisor D/M/Y

Signature of Human Resources Associate D/M/Y

¹ The request must be accompanied by a copy of the child's birth certificate or, if not available, satisfactory documentary evidence as per local law.
² The request must be accompanied by a certificate from a licensed medical practitioner or midwife attesting to the expected delivery date. A copy of the child's birth certificate must be submitted after delivery or, if not available, satisfactory documentary evidence as per local law.