

## INTERNATIONAL ORGANIZATION FOR MIGRATION

### GENERAL BULLETIN No.1265

---

**Subject: Paternity Leave and Family Emergency Leave**

**5 September 2000**

---

We are pleased to announce that the Director General has approved the introduction of paternity leave, effective 1 September 2000. Paternity leave will be one of the elements in a policy in support of work/family responsibilities that is underway. Furthermore, we would like to announce that uncertified sick leave can also be used for family emergencies.

#### **Paternity leave**

The Director General has decided to introduce paternity leave on a trial basis during two years. The paternity leave entitlement will give fathers four weeks of paid leave. The leave should be taken within the first six months after the baby's birth (arrival for adopting fathers).

The leave can be taken in three different ways:

- 1) four weeks in a row,
- 2) eight weeks on half-time, or
- 3) divided in two periods during the six months, e.g. one week after birth and three weeks later on or two periods of two weeks.

All male staff on contract subject to the Staff Regulations and Rules and male staff who have been with the Organization for more than 12 consecutive months on special contracts who become fathers are eligible.

The entitlement to this benefit for qualified fathers will become effective as of 1 September. Eligible staff members who recently became fathers can benefit from the entitlement if their baby is not older than six months when the leave is taken and if the supervisor agrees on the timing.

The staff member should notify the supervisor as early as possible and at least a month before the birth (arrival) so that the timing of the leave can be discussed and agreed upon. A leave request form should be filled in, indicating paternity leave (new addition), for each period of paternity leave.

During the trial period the paternity leave request has to be approved by HRD as well as by the supervisor, to allow close monitoring.

At the end of the trial period, September 2002, the entitlement and its cost implications will be evaluated by the administration.

#### **Family emergency leave**

Staff members are allowed to use their uncertified sick leave for family related emergencies such as care of sick family members (as specified below). Any number of days up to a maximum of seven working days per calendar year can be used for family-related emergencies.

Staff members are given the possibility to use the uncertified sick leave to cope with situations of illness in their immediate family. The situations could be many, but should be related to illness of spouse/partner, child, parent or sibling requiring hospitalization or being cared for at home, and/or in case an immediate family member suffers from a serious illness away from the duty station.

The usual leave request form should be used, indicating sick leave without medical certificate. Any uncertified sick leave above seven days and/or in excess of three consecutive working days requires a medical certificate.

Bruce Reed  
for the Director General