

INTERNATIONAL ORGANIZATION FOR MIGRATION

GENERAL BULLETIN No. 1272

Subject:	A POLICY IN SUPPORT OF WORK/FAMILY RESPONSIBILITIES	14 November 2000
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The attached document, ***A Policy in Support of Work/Family Responsibilities***, is a compilation of the entitlements the Organization has put in place to support its staff in managing their different responsibilities in and outside the office. Some of the entitlements are already known to staff through the Staff Regulations and Rules, others as common practice, and others again are recent developments. By offering the possibility of flexible work and leave arrangements the Organization hopes staff members will be able to cope more efficiently with both their work and family responsibilities.

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**A POLICY IN SUPPORT OF
WORK/FAMILY RESPONSIBILITIES**

14 November 2000

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1 A POLICY IN SUPPORT OF WORK/FAMILY RESPONSIBILITIES

In response to the increasing expectations and demands from both male and female staff members to be able to combine a professional career with a family life, IOM wishes to offer work conditions that support staff members' efforts to resolve conflicting work and family obligations.

Well-qualified and experienced staff is an asset to the Organization and IOM has invested time and money in developing skills and expertise in its staff. In order to make use of and retain these skills, IOM has to find new ways to support staff with family responsibilities to make it attractive to work for, and possible to stay with, the Organization.

The policy in support of work/family responsibilities demonstrates IOM's commitment to its staff and indicates the rights and options available. The Administration hopes that a fair and transparent system of family-related entitlements which benefits both men and women will help remove a common cause of stress and keep the morale and motivation high.

Please find hereafter IOM's policy in support of work/family responsibilities and the options that are available to help staff members cope more efficiently with both work and family.

Each option indicates:

Eligibility:	who is entitled,
Entitlement:	what is offered, and
Reference:	the basis for the entitlement are Staff Regulations and Rules (SRRs) and/or the common practice in IOM.

2 PARENTAL LEAVE

2.1 Maternity leave

Eligibility:	All female staff on contracts subject to SRRs or who have at the time of childbirth been with the Organization for more than 12 consecutive months on special contracts.
Entitlement:	16 weeks of paid leave.
Reference:	SRRs for Officials 5.4, Employees at Headquarters 5.03, relevant staff rule in field missions, and common practice in IOM.

2.2 Extended maternity leave in exceptional cases

Eligibility:	Mothers entitled to maternity leave, in exceptional circumstances such as twin births, serious disability, injury or illness of the child.
Entitlement:	4 additional weeks of paid leave. If the mother does not come back to work for IOM, the pay for the additional month will be withheld from terminal emoluments. This is in line with the principle of accrual of annual leave during maternity leave.
Reference:	Subject to approval of Occupational Health Unit. SRRs for Officials 5.5, Employees at Headquarters 5.04 and relevant staff rule in field missions.

2.3 Adoption leave

Eligibility:	Adopting mothers and single adopting fathers on contracts subject to SRRs or who have at the time of adoption been with the Organization for more than 12 consecutive months on special contracts.
Entitlement:	4-8 weeks, depending on the age of the child.
Reference:	IOM adoption leave common practice.

2.4 Paternity leave

Eligibility:	All male staff on contracts subject to SRRs and male staff who have been with the Organization for more than 12 consecutive months on special contracts who become fathers, as well as adopting fathers. (N.B. Single adopting fathers cannot benefit from both adoption leave and paternity leave.)
Entitlement:	Four weeks to be taken within the first six months after the child's birth (arrival for adopting fathers).
Additional info:	This entitlement is to be implemented on a trial basis during two years (from September 2000 to September 2002) after which it will be evaluated.

2.5 Extended parental leave

Eligibility:	Staff who are parents, with regular contracts or three years of continuous service on fixed term contracts.
Entitlement:	Two years of extended parental leave under Special Leave Without Pay (SLWOP). An additional two years in exceptional circumstances such as serious disability, injury or illness of child.
Reference:	Discretionary, on a case-by-case basis.

2.6 Job security for staff members on maternity leave

Eligibility:	All staff who are entitled to maternity leave.
Entitlement:	Guarantee of absorption, generally to the same post, at the end of the maternity leave.
Reference:	Common practice in IOM.

2.7 Time off for breast-feeding mothers employed on a full-time basis

Eligibility:	All female staff on contracts subject to SRRs and staff who have been with the Organization for more than 12 consecutive months on special contracts, who breast-feed.
Entitlement:	Up to two hours off per day with full pay until the baby is six months old and one hour off until the baby is twelve months old to facilitate continued breast-feeding.
Reference:	Common practice in IOM.

3 CARE OF IMMEDIATE FAMILY MEMBERS (SPOUSE/PARTNER, CHILD, PARENTS, SIBLINGS)

3.1 Uncertified sick leave for family-related emergencies

Eligibility:	Staff with sick leave entitlement.
Entitlement:	Any number of days up to a maximum of seven working days per calendar year for emergencies related to illness of immediate family member requiring hospitalization or being cared for at home, and in case of serious illness of immediate family member away from the duty station.
Reference:	Common practice in IOM.

3.2 Annual leave in the event of serious illness of immediate family member

Eligibility:	Staff with accumulated annual leave.
Entitlement:	Within the leave entitlement limits.
Reference:	Common practice in IOM.

3.3 Special leave with full/partial pay or without pay for care of immediate family members

Eligibility:	All staff.
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Entitlement: Discretionary, on a case-by-case basis.
Reference: SRRs for Officials 5.5, Employees at Headquarters 5.04, and relevant staff rule in field missions.

4 IN CASE OF DEATH IN THE FAMILY

4.1 Compassionate Leave

Eligibility: All staff.
Entitlement: Paid leave of maximum three days including two travel days when necessary, in the event of death of immediate family members (spouse/partner, child, parents, siblings) or for attending their funerals.
Reference: Common practice in IOM.

5 FLEXIBLE WORK ARRANGEMENTS

5.1 Flexi-time

Eligibility: All staff where flexi-time is implemented.
Entitlement: A flexible work schedule within the framework of the regular office hours corresponding to the weekly hours defined in the staff member's contract.
Reference: Dependent on local arrangement/instruction.

5.2 Telecommuting

Eligibility: Discretionary, based on staff member's professional functions.
Entitlement: Work certain hours/periods on line from home.
Reference: Discretionary, on a case-by-case basis.

5.3 Home-based work (HBW)

Eligibility: Discretionary, based on staff member's professional functions.
Entitlement: A temporary alternative workplace arrangement which permits staff to work on a specific, short-term task at home during their regular work schedule; only appropriate for assignments that are well-defined, time-bound and easily measurable by output and product and normally lasting no more than two weeks; a portable computer may be provided by the work unit as part of a written HBW agreement.
Reference: Discretionary, on a case-by-case basis.

5.4 Job sharing

Eligibility:	Discretionary, based on staff members' professional functions.
Entitlement:	Part-time work arrangement allowing two staff members working less than full-time to share responsibility for one job: work hours can be divided into a daily or weekly schedule agreeable to the staff members concerned and to the work unit manager.
Reference:	Discretionary, on a case-by-case basis.

6 OTHER FAMILY-SUPPORTIVE DEVELOPMENTS

6.1 Granting of contracts subject to Staff Regulations and Rules to staff on special contracts

Eligibility:	Staff with satisfactory performance who have been with the Organization on special contracts for one year and who work in a position that is expected to continue for another six months.
Entitlement:	Entitlements and benefits as per SRRs such as education grant, family allowance, home leave and family visits.
Reference:	Common practice in IOM.

6.2 Child care

a) Making host countries aware of staff members' need for child care options

IOM will continue to remind host countries of staff members' need for high-quality childcare at a reasonable cost.

b) Supporting inter-agency child care

IOM will seek opportunities to join in inter-agency childcare efforts at Headquarters and in all the missions.

6.3 Spouse/partner employment

Eligibility:	Spouse/partner of staff member.
Entitlement:	The Organization will do what it can to open doors and support spouses/partners in their job search e.g. by ensuring that spouses/partners are put on inter-agency rosters.