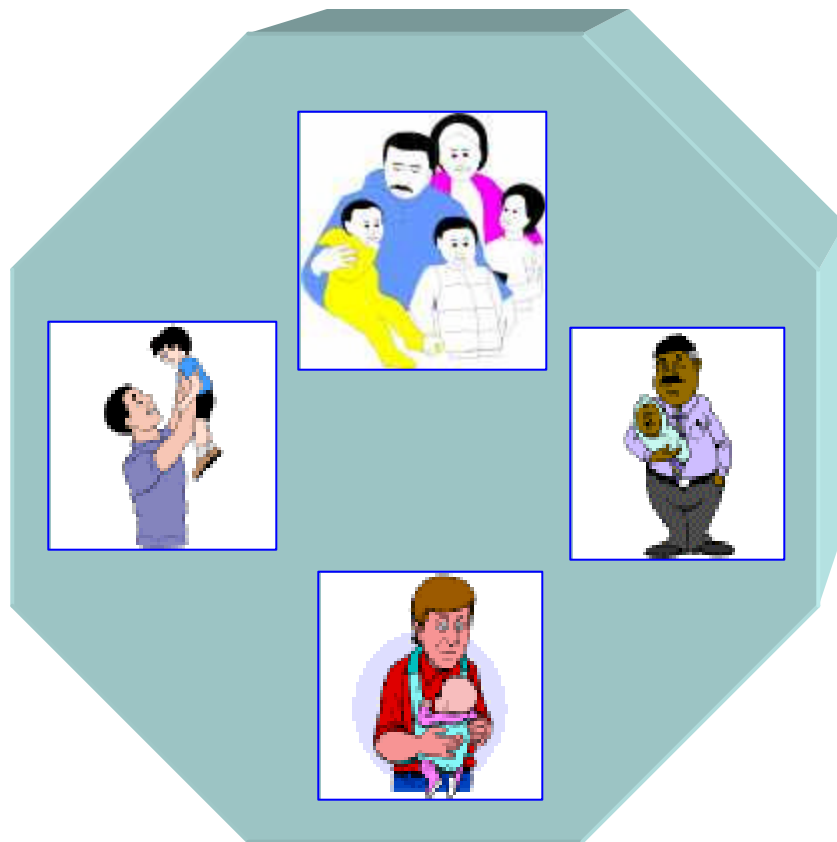


# PL

## PATERNITY LEAVE



### GUIDELINES UNICEF

Division of Human Resources (DHR)  
CF/AI/2000-026 of 8 December 2000

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## I. General

### Purpose

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

### Eligibility

2. All UNICEF 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.

### Conditions

3. PL consists of up to eight weeks of special leave with full pay (SLWFP).<sup>1</sup>
4. PL 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 each, provided the second period begins within the six-month period following the child's birth.
5. **Combination of Paternity Leave with Half-Time Work.** A staff member may opt to combine half-time PL with half-time work.
6. **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.
7. **Interval between Requests for Paternity Leave.** A minimum of twelve months is required between the starting date of one PL and the beginning date of the next.

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<sup>1</sup> An eligible staff member is not required to take PL. He may opt to take all eight weeks, less than eight weeks, or not to exercise PL.

8. **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**

9. When both parents are staff members and the mother is entitled to maternity leave (ML), the father, if he is a UNICEF staff member:
  - a) is eligible for up to only four weeks of PL; *but*
  - b) may utilize any unused portion of the mother's post-delivery ML period as PL, subject to a maximum of four weeks.
10. **Example.** If, after completing eight out of ten weeks of post-delivery ML, the mother opts to return to work, the father may utilize the unused two weeks of the mother's post-delivery leave, in addition to his four weeks of PL.
11. PL may be taken at the same time as post-delivery ML, or after the mother has returned to work, starting at any time within the six-month period following the child's birth.
12. If the mother uses the full post-delivery ML entitlement, or if the unused portion of the post-delivery ML period is less than four weeks, the father, if he is a UNICEF staff member, may use all or part of the maximum seven working days in a calendar year of uncertified sick leave (USL) as PL.<sup>2</sup>

### **Requests**

13. A staff member interested in exercising PL must complete UNICEF 464 (12/2000) "Paternity Leave Request Form" (see Annex A), and submit it, through his supervisor, to:
  - a) *if stationed outside New York*, his local Human Resources/Operations Officer; *and*

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<sup>2</sup> See CF/AI/2000-022 dated 26 September 2000 on Family Leave (FL).

- b) *if stationed in New York*, the Senior Human Resources Officer in DHR serving New York.
14. In order to satisfy the purpose of this leave, the staff member is required to indicate in the form that he will be taking PL to bond with and take care of his newly-born child. No supporting documentation will be required, but UNICEF reserves the right at any time during the five-year period following the staff member's return from PL, to audit the use of the leave. This may, *inter alia*, require that staff provide evidence that the period was not utilized for purposes other than time with the infant and, in particular, that no travel away from the infant took place during the leave period. A staff member who is found to have abused the leave by using the time for other purposes, may be subject to disciplinary procedure.
15. The request must be submitted at least one month in advance of the date on which the father anticipates the PL to take place 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<sup>3</sup> must be submitted after delivery; *and*
- b) *if submitted after delivery*, by a copy of the child's birth certificate.<sup>1</sup>
16. A UNICEF staff member married to a UNICEF/UN staff member and wishing to avail himself of PL under the ML entitlement of his spouse (see paragraph 9),<sup>4</sup> must also submit a written statement from his spouse agreeing to the proposed leave arrangement and to the consequent reduction in the post-natal leave to which she would otherwise have been entitled. PL will be granted only after verification of the unused period of ML.
17. **International Staff Stationed Outside NY.** The local Human Resources/Operations Officer must notify the Human Resources Officer in DHR serving the duty station, of the starting date of the PL in order to prepare the relevant Personnel Action Form (P-5 or PAF).<sup>5</sup>

### Attendance Record

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<sup>3</sup> If not available, satisfactory documentary evidence as per local law.

<sup>4</sup> See CF/AI/2000-021 of 26 September 2000 on Maternity Leave (ML).

<sup>5</sup> The P-5 or PAF will be issued as SLWFP with the remark that it is for PL purposes.

18. When a staff member takes PL, it will be recorded in his attendance record as SLWFP.

### **Loss of Paternity Leave**

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

### **Other**

20. PL of up to eight weeks of leave with full pay is not increased if the mother gives birth to more than one child.
21. In the unfortunate event that the child dies during or shortly after birth, the staff member is eligible for the full duration of the PL.

## **II. Relationship with other Entitlements, Benefits And Options**

### **Annual Leave**

22. A staff member continues to accrue annual leave (AL) while on PL.
23. A staff member is not required to exhaust his accrued AL prior to proceeding on PL.
24. Subject to the needs of the organization, requests to take AL following PL will be favourably considered.
25. **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.
26. **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**

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

### **Service Credit**

28. A staff member accrues service credit for all entitlements during PL.

### **Extension of a Fixed-Term Appointment**

29. A staff member on 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**

30. 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 be extended to cover the full duration of the PL.

### **Termination of an Appointment**

31. UNICEF will not terminate a father's appointment during a period of PL.

### **Special Leave Without Pay**

32. Subject to exigencies of service, requests from regular staff members for special leave without pay (SLWOP) to take care of their infants following PL, will be given favourable consideration for up to two years, with a possibility of extension for up to an additional two years in exceptional cases. In the case of a staff member holding a fixed-term appointment, the SLWOP may not exceed the duration of his fixed-term appointment.
33. A local staff member is always given a lien on his post when SLWOP is granted to take care of his newly-born child.
34. Whenever possible, an international staff member is given a lien on his post. If this is not feasible, and depending on the type and duration of his appointment, he may be granted a lien on any post at his level, or not at all. Requests must be submitted for approval to the Director, DHR, through the Human Resources Officer serving the duty station.
35. When both parents are staff members and both request SLWOP following the birth of their child, their combined periods of leave may not exceed two years, or four years in exceptional circumstances.
36. Requests from temporary staff members for SLWOP following PL are not entertained.
37. Staff members on SLWOP are entitled to the full benefits of PL except when the SLWOP is for separation purposes.

### Temporary Half-Time Work

38. Subject to the needs of the organization, requests to temporarily work half-time to take care of an infant following PL, for a limited period of time, will be given favourable consideration. Requests may be approved initially for a maximum of six months, subject to extension by mutual agreement of the organization and the staff member.

### Flexitime

39. Subject to exigencies of service, requests to work on a flexitime basis following PL will be given favourable consideration.

### Duty Travel

40. **Single Fathers.** UNICEF pays the following travel expenses for infants, who are 24 months of age or less, and who accompany their single fathers on official duty travel (DT) to a family duty station:<sup>6</sup>
- a) 10 per cent of the cost of the father's ticket; *and*
  - b) 10 per cent of the applicable DSA.
41. No travel expenses are paid for baby-sitters.

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<sup>6</sup> No travel expenses are paid when travel is to a non-family duty station.



**ANNEX A**  
**Paternity Leave Request Form**  
**UNICEF/464 (12/2000)**

**(See next page)**



# UNITED NATIONS CHILDREN'S FUND 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 birth<sup>1</sup> is: \_\_\_\_\_ *or*  
D/M/Y

b) expected child whose anticipated date of birth<sup>2</sup> is: \_\_\_\_\_  
D/M/Y

PL<sup>3</sup> 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)	TELEPHONE NUMBER(S)	DATES (D/M/Y)
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
D/M/Y

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
D/M/Y

\_\_\_\_\_  
Signature of HR/Operations Officer

\_\_\_\_\_  
D/M/Y

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> If the spouse is a staff member entitled to maternity leave (ML), a request for conversion of any unused portion of the post-delivery ML period to PL, subject to a maximum of four weeks, must be accompanied by a written statement from the spouse agreeing to the reduction in her ML.