

**Guidelines for Exceptional Teleworking (ETW)
for health reasons in the context of Flexible working arrangements**

ETW requests for health reasons are coordinated and approved on a case by case basis, based on a detailed medical report . SHW/RSP advise staff accordingly concerning ETW as some may actually require certified sick leave continuation. The ETW for health reasons outside of duty station, in principle, would be approved on the following basis:

- The request is in the name of the staff member;
- and
- The staff member is fit to work but the health condition cannot be treated in the country of duty station and requires travel outside of duty station. In such a case, a staff member should seek SHW's prior authorization to leave the duty station for treatment which will require more than the regular 90 calendar days of ETW;
- or
- Staff members on regular ETW outside the duty station should always seek SHW's /RSP's prior authorization to commence intervention/treatment for which they plan to request ETW for health reasons, particularly if this will result in more than the regular 90 calendar days of ETW. Without prior authorization SHW/RSP may reject the request;
- or
- The staff member has had an intervention/treatment while outside of the duty station and is either not fit to travel to duty station or is required by the attending physicians to undergo all or part of the treatment/intervention from that same country (outside of duty station) - assuming prior authorization has been given by SHW/RSP;
- or
- The staff member has had an unforeseen illness/intervention/treatment while outside of the duty station and is either not fit to travel to duty station or is required by the attending physicians to undergo all or part of the treatment/intervention from that same country (outside of duty station). Normally SHW/RSP should be made aware of this immediately as sick leave may be required initially;
- or
- Medical conditions requiring long term care and psychosocial support in the name of the staff member not available at the duty station.

In addition,

- In cases where the staff member is receiving treatment outside the duty station as authorized by SHW/RSP but the staff member is fit to work (not on sick leave) and can travel, ETW may only be authorized for the period of treatment, not necessarily for the periods in between treatments.
- As is the case for approval of sick leave, SHW/RSP will normally only authorize teleworking for health reasons for a period up of 30 calendar days at a time subject to renewal based on medical reports. Once an initial period of 90 calendar days has been reached on ETW, SHW/RSP will consult with Director, HRT/ADG/BOS for HQ and regional delegated authority on periods which extend the staff member's teleworking beyond 90 days. For any staff member who has already availed of 90 days of regular ETW, any extension for health reasons will be subject to Director, HRT/ADG/BOS in HQ or regional designated authority approval (without prejudice to confidential medical information).