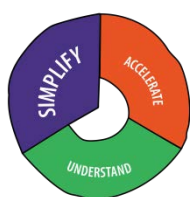


Leave and absence

for staff members



GSM USER GUIDE

V2_Updated as of June 2020

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ABBREVIATIONS

ECM	Enterprise Content Management
FYI	For your information
GHR	Global Human Resources
GSD	Global Service Desk
GSM	Global Management System
HR	Human Resources
HRT	Department of Human Resources & Talent Management at Headquarters
HQ	Headquarters
IWS	Individual daily Work Schedule
OWS	Office Work Schedule
R&R	Rest and recuperation
RSP	Regional Staff Physician
SHW	Staff Health and Wellbeing Services
SLIC	Sick Leave under Insurance Cover
TC	Travel Claim
TR	Travel Request

INTRODUCTION

Having time away from work is important to allow everyone to relax, recharge and attend to personal affairs. The leave and absence module in the Global Management System (GSM) supports not only staff productivity but also staff accountability and the management of entitlements.

ABOUT THIS GUIDE

This guide is intended to support WHO staff members in navigating the leave and absence module in GSM. It offers step-by-step instructions on how to request, amend, cancel and confirm the different types of leave.

This is not a policy document and does not replace the information contained in the WHO eManual (<https://emanual.who.int/p03/s06/Pages/default.aspx>). All staff members should refer to the eManual for the specific policies related to all leave types.

Job aids for specific leave types and other relevant information may be found on the Related content page of the WHO eManual III.6 – Leave and Absence. Although this guide provides information about a large array of procedures, it does not constitute an inventory of every leave procedure in GSM.

BASIC STEPS

Process overview

Planning your leave

Always plan your leave request and ensure it has been approved before your absence. You can view the balance of your annual, discretionary and compensatory leaves directly from the Leave Request: Summary screen in GSM. To view balances and leave taken for all types of leave, you can go to the Absence Dashboard. The information and leave balances in these two screens are updated after your planned leave request is approved.

1. Submitting a leave request

Enter the details of your request in the Leave Request: Summary screen. The type of leave you request determines the kind of information that needs to be entered to support your request and the approvals required. Refer to the appropriate section in this guide for more details about specific types of leave.

Leave administrators, Leave Managers and HR Leave Specialists can also request, amend and confirm most leave on your behalf, if needed.

Once your leave request is submitted, it follows a predefined approval workflow. After the approvals have been completed, the Absence Dashboard and balances are updated. All leave requires your supervisor's approval.

2. Confirming your leave

Some types of leave are automatically confirmed by GSM 14 days after the end of your leave if the dates did not change.

The auto-confirmation feature is available for these five leave types where there is only one level of approver i.e. your 1st level supervisor:

- annual leave
- discretionary leave
- flexi-time off
- compensatory leave
- compassionate leave.

When you return from these types of planned leave, the system will remind you to submit a confirmed leave request *only if the dates changed*. Otherwise, let GSM automatically confirm your leave after 14 days.

All other leave types that require 2 levels of approval need to be *manually confirmed* upon return e.g.:

- certified sick leave
- home leave
- rest and recuperation
- maternity leave
- paternity leave
- adoption leave
- special leave with or without pay

3. Amending an approved leave request

If your approved leave request is still in the planned stage, you can amend it at any time. If you need to amend your leave dates after you return from leave, submit a confirmation request and change the dates, half-day options or other details as needed.

Confirmed leave cannot be amended or cancelled via the GSM self-service function. To amend or cancel confirmed leave, contact your leave administrator, who will request a supervisor's approval, raise a service ticket and provide an explanation.

4. Cancelling a leave request

If you cancel planned leave before it starts, your leave is cancelled immediately; no approval is required. If you cancel the leave on or after the start date, a supervisor's approval is required.

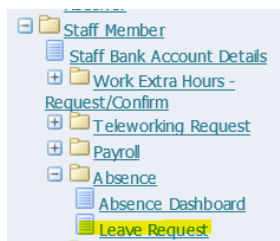
5. Submitting a leave request after the absence start date

Any request submitted after the leave start date shall be sent for 2nd level supervisor approval. Such requests requires a detailed explanation from both the staff member and the 1st level supervisor of the reason why the leave was not submitted and approved in advance. Late submission of a leave request should be on a one-time exceptional circumstance.

Accessing the leave and absence module in GSM

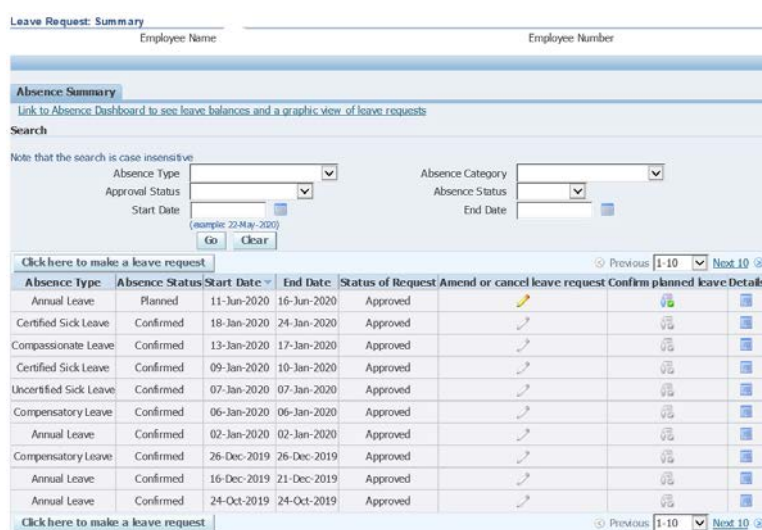
To access the leave and absence module

1. From GSM's main menu, click **Staff Member**, then **Absence**. This expands the Absence folder and displays the different leave functions.



2. Inside the Absence folder, click **Leave Request**. This takes you to the Leave Request: Summary screen, which displays your leave requests, status and other details.

The Leave Request: Summary screen consists of two main parts. The upper part displays options for searching for specific types of leave. The lower part displays a table that lists the different leave you have requested, the status and other details. Just above the table is the button **Click here to make a leave request**.

A screenshot of the 'Leave Request: Summary' screen. At the top, there are fields for 'Employee Name' and 'Employee Number'. Below is the 'Absence Summary' section with a link to the 'Absence Dashboard'. A search section includes dropdowns for 'Absence Type', 'Approval Status', 'Absence Category', and 'Absence Status', along with 'Start Date' and 'End Date' fields. A 'Click here to make a leave request' button is visible. Below the search is a table of leave requests with columns: 'Absence Type', 'Absence Status', 'Start Date', 'End Date', 'Status of Request', 'Amend or cancel leave request', 'Confirm', and 'planned leave Details'. The table contains several rows of data, including Annual Leave, Certified Sick Leave, and Compensatory Leave. A second 'Click here to make a leave request' button is at the bottom of the table.

Submitting a leave request

To submit a leave request

1. Go to the GSM Leave Request: Summary screen.
2. Click the button **Click here to make a leave request**. This takes you to the Create Absence: Enter Absence Details screen.
3. Select options from the dropdown lists:
 - a. Absence Status. Make sure Planned is selected (except for uncertified sick leave);
 - b. Absence Type. (Different leave types are discussed in subsequent sections of this user guide);

c. Absence Reason. The list of reasons varies depending on the absence type selected.

If you are submitting an annual leave request, select one of the following reasons:

- personal reasons
- spouse/family visit (official travel)
- exchange education grant (official travel)
- in conjunction with rest and recuperation (R&R).



Note for staff at rest and recuperation locations

It is important that staff select the correct reason for their annual leave. Staff assigned to rest and recuperation (R&R) duty stations must always indicate if they are leaving the duty station during their leave and whether it is for personal reasons, to exercise spouse or family visit travel options, for an exchange of education grant travel, or if the leave is in conjunction with an R&R absence.

The screenshot shows the 'Create Absence: Enter Absence Details' form in the World Health Organization Absence system. The form includes fields for Employee Name, Employee Number, Absence Status (Planned), Absence Type, Absence Reason, Duration (Start Date and End Date), Contact Number, Contact Name, and Destination City/Country. A calendar is visible for October 2016, and a 'Calculate Duration' button is present. The form also displays leave balances: Annual Leave Balance (15.5), Discretionary Leave Balance (1), and Compensatory Leave Balance (.06). A 'Comments' section is at the bottom for providing support for the request. Navigation buttons 'Cancel', 'Save For Later', and 'Next' are located at the top and bottom of the form.

4. To enter the start and end dates, click the calendar icon. Pick a date from the calendar, normally the first working day of absence.
5. Click **Calculate Duration** to see how many days will be deducted from your balance or will be charged as days off (N.B. calendar or working days are counted, depending on the leave type).
6. Click **Next** to review the details you entered. Optionally, add a comment that will be read by the approver.
7. Click **Submit**.



Note on requesting annual leave in advance

If your contract goes beyond the year's end, you may request advance annual leave from the next calendar year. However, depending on your contract's end date, be aware that a maximum of 7.5 days may be advanced from the next calendar year. This represents 3 months' annual leave. When you make a leave request that sends you into a negative annual leave balance, the request will go to both your first- and second-level supervisors for approval, with a warning message that your request will result in a negative leave balance.

Canceling a leave request

If you cancel the leave before it starts, the leave request is cancelled automatically. No approval is required. The system updates the leave accrual balances overnight.

If you cancel leave on or after the start date, the request goes to your supervisor for approval. If your supervisor approves, the system cancels the leave. You will receive an FYI (for your information) notification of cancellation and the system will update the leave accrual balances.

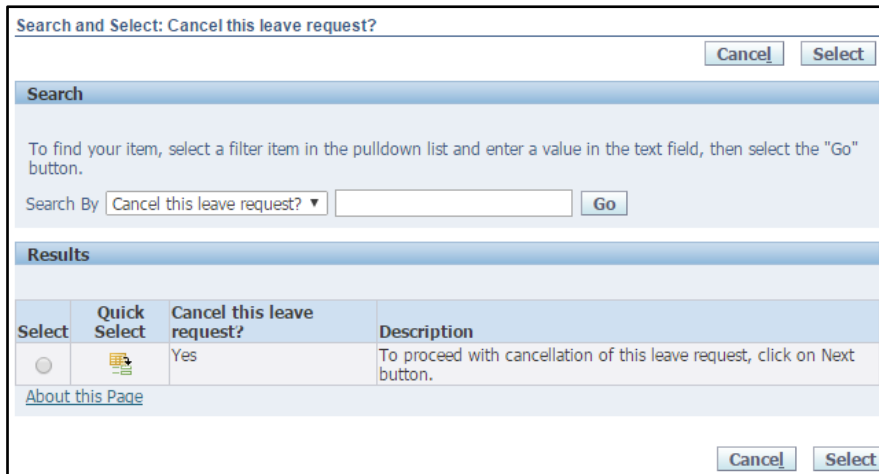
If your supervisor returns the request for correction or rejects it, you may correct the leave request and resubmit.

To cancel a leave request

1. In the lower portion of the Leave Request Summary screen, look for the planned leave request you filed.
2. Under the column Amend or cancel leave request, click the pencil icon.

Absence Type	Absence Status	Start Date	End Date	Status of Request	Amend or cancel leave request	Confirm	planned	leave	Details
Certified Sick Leave	Planned	21-Nov-2016	23-Nov-2016	Approved					
Certified Sick Leave	Planned	11-Nov-2016	15-Nov-2016	Approved					
Home Leave	Planned	01-Nov-2016	30-Nov-2016	Approved					
Annual Leave	Planned	25-Aug-2016	26-Aug-2016	Approved					
Annual Leave	Planned	19-Aug-2016	19-Aug-2016	Approved					
Discretionary Days	Confirmed	15-Aug-2016	15-Aug-2016	Approved					
Annual Leave	Confirmed	29-Jul-2016	05-Aug-2016	Approved					
Annual Leave	Confirmed	22-Jun-2016	22-Jun-2016	Approved					
Annual Leave	Confirmed	20-Jun-2016	20-Jun-2016	Approved					
Annual Leave	Confirmed	04-May-2016	04-May-2016	Approved					

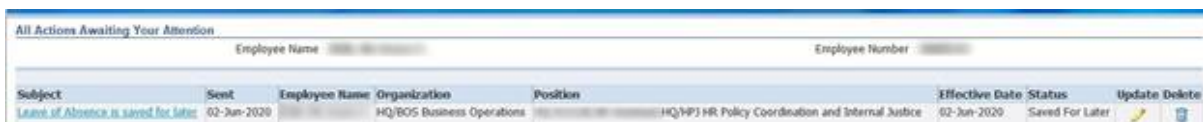
3. Click the magnifying lens icon beside Cancel this leave request? This opens a new search window.
4. In the Search By dropdown list, select **Cancel this leave request?** Click **Go**.
5. Quick select the **Yes** option. This takes you back to the Leave Request Summary screen.



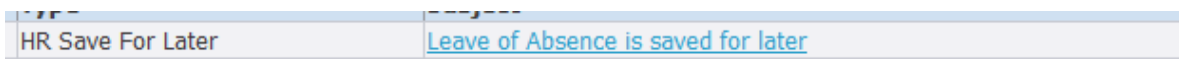
6. Click **Next**, add your comment for audit purposes, then click **Submit**.

Deleting a Saved for Later or Return for Correction leave request

Either go to GSM - Employee Self-Service - All Actions Awaiting your Attention - Click on Delete button.



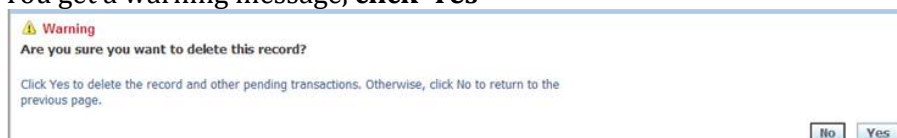
Or in your GSM worklist, find the notification for the 'Saved for Later'. If you can't immediately see it, click on the 'Full List' button on the top right of your GSM worklist and then on the view dropdown list (top left) select 'All notifications' and click Go. The worklist opens, find the notification you need to delete. You can sort the columns by 'Type', 'Subject' or 'Sent'.



1. **Click** to open the 'Saved for Later' notification.
2. On the bottom left, click on 'Delete Action'



3. You get a warning message, **click 'Yes'**



4. Record will then be deleted from the Absence summary page.

Confirming a leave request

Your leave will be automatically confirmed by the system 14 days after the end date if you do not take action to confirm or amend the leave yourself. On the day after the end date of your leave, you will be notified that you can wait for the system to auto-confirm the leave in 14 calendar days. You can choose to manually confirm your leave, even if the dates did not change. If there have been changes to the leave dates or duration, you must submit an amended and confirmed leave request.

When no changes are made to the dates, your supervisor's approval is not required.

To manually confirm a leave request

1. In the lower portion of the Leave Request: Summary screen, look for the leave request you filed.
2. Click the icon below the Confirm planned leave column.
3. Check that the start and end dates are correct.
4. Click **Next**. This takes you to the Update Absence: Review screen.
5. Click **Submit**.

Your leave will be updated to confirmed status. Supervisor approval is not required.

Confirmed leave requests cannot be amended via GSM's Staff Member link. Cancelling a confirmed leave request can only happen outside GSM.

1. First, get permission from your supervisor via email to make the change.
2. Then, contact your leave administrator, who will raise a service ticket with the Global Service Desk (or GSD).
3. The leave administrator will provide the reasons for the request to un-confirm the leave and submit this with the supervisor's emailed agreement so that the dates can be amended and resubmitted to the supervisor for approval.

Requesting advance annual leave from the next calendar year

If your annual leave request is for more than the entitlement accrued for the current year as at 31 December, the system will check whether your contract runs through to the next calendar year. If your contract runs through the next calendar year, the system permits a negative balance of up to 3 months' annual leave accrual or up to the contract's end date if it is earlier than 31 March.

The system checks whether the negative balance will exceed -7.5 or the relevant pro rata amount if you are a part-time staff member or your appointment ends earlier than 31 March. If it does, you will not be able to submit the request unless you reduce the duration of your leave. If the negative balance is -7.5 or less, the request goes to a supervisor for approval.

If your contract expires during the current calendar year and there is no immediate contract following, the system will not allow a negative leave balance, and the process ends.

To request advance annual leave from the next calendar year

1. If your annual leave balance at the end of the year is insufficient, the system will check the duration of your contract.
2. Your first-level supervisor reviews your request for advance annual leave. Your supervisor approves, sends back for correction or rejects the request.
3. If approved, your request goes to a second-level supervisor to approve or reject. You will receive a notification upon approval or rejection.

4. When the leave request is approved and the balance is negative, then a notification (known as “Staff member with negative balance”) is sent to the HR leave specialist for your cluster or region.
5. You will receive notification of approval and may be contacted by your HR leave specialist, depending on the reasons you gave for the request for advance annual leave.

If your supervisor rejects or returns your request for correction, you will also be notified. At this point, you can decide whether to continue the process. If you decide to continue, you can resubmit or amend the leave request by changing the dates. If the original request is rejected, it is the staff member’s responsibility to make another leave request.

Viewing the Absence Dashboard

The Absence Dashboard shows all your **approved** leave and your current leave balances. A planned leave request that has not been approved does not update the balance nor does it appear in your dashboard.

Employee Name: World Health Organization and Other Entities
 Business Group: World Health Organization and Other Entities
 Contract End Date: 31-DEC-2030
 Organization: HQ/BOS Business Operations
 Employee Number: 11-DEC-2006
 Contract Start Date: 11-DEC-2006
 Duty Station: Geneva

Summary of Leave Balances

The 'effective date' is defaulted to 31 December of the current calendar year or the expiry date of the contract, if earlier. If you require your balance today's date, or another date, please change the effective date.
 Leave balances shown will include all planned and confirmed leave and your accruals up to the effective date only. Leave balances are shown current percentage of employment.
 Disclaimer: The information on this screen is based on your contract and conditions of service in the HR system as of today's date. In case changes, this information is subject to amendment.

* Effective Date:
(example: 23-May-2008)

Effective Date	31-Dec-2020	
Accrued leave types	Balances as of effective date*	Approved Leave up to the effective date*
Annual Leave (includes Home Leave absence)	51.7	5
Discretionary Days	2	0
Compensatory Days	4.38	1
Uncertified Sick Leave	6.15	.5
Special Leave-Rewards for Excellence	0	0
Other Leave taken in this calendar year		
Maternity Leave	N/A	0
Leave Without Pay	N/A	0
Compassionate Leave	N/A	5
Study Leave-Staff Development	N/A	0
Certified Sick Leave	N/A	6
Flexi Days	N/A	0
Service Incurred	N/A	0
SLIC	N/A	0
Parental - Paternity Leave	N/A	0
Parental - Adoption Leave	N/A	0
Rest and Recuperation	N/A	0
	Due Date	
Home Leave	01-Jan-2021	

To view the Absence Dashboard

1. From GSM's main menu, click **Staff Member, Absence**, then **Absence Dashboard**. The Summary of Leave Balances section displays a list of all the leave you have taken, grouped by type of leave and the approved leave you have either planned or taken up to the effective date shown above.
2. To change the effective date of the dashboard, click the calendar icon below the Effective Date box. Select the appropriate date. Then click **Go**.

To view your leave dates within your unit or department

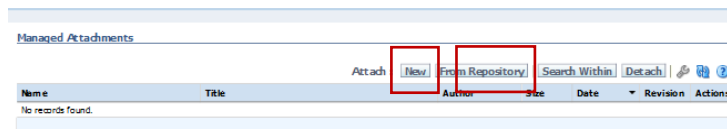
1. From GSM's main menu, click **Staff Member, Absence**, then **Absence Dashboard**.
2. Scroll to the bottom of the page.
3. Click the **My Unit** tab to view the leave dates of colleagues within your unit or the **My Department** tab for those within the department. Clicking on a leave on the dashboard shows details of the leave.

Uploading supporting documents

Some leave types require documents to be uploaded to the Enterprise Content Management (ECM) system via the **Managed Attachments** link. Prompts will appear whenever supporting documents are necessary.

To upload documents in GSM

1. Prepare your document in PDF format so they are ready to be linked to your leave request.
2. Go to Staff Member – Absence – Leave Request.
3. Click to open Leave Request: Summary screen.
4. Click tab 'Click here to make a leave request'.
5. Enter Absence Details page opens, complete appropriate leave request fields as required.
6. Enter Comments in comments section if relevant.
7. Click on Next to open the Absence Details – review absence details, if correct move to next step, if not, click on Back button to amend the request as needed.
8. To upload your scanned document in PDF format or JPEG, click on **Managed Attachment** button at the bottom left of the page.
9. New Managed Attachments window opens, click on New to open Content Check-in Form or search in **From Repository** if you have already attached the document to another GSM transaction.



10. Click on Browse to open your folders, select and upload scanned document (e.g. medical certificate, flexi leave sheet, attestation of due date, HR approval memo, etc depending on the leave type requested). The system will automatically identify the Organization, Business Track, Transaction Type and Document Type. Complete any other fields that appear – for example, the dates of sick leave.
11. Under Document Type select Medical Certificate/ Flexi Sheet/ HR Approval Memo or relevant document type listed, the document type required will appear by default depending on the leave type originally selected. For some leave types you may be required to complete additional information, e.g. 'Period covered by certificate' in the case of certified sick leave of absence. Complete information as necessary.

12. Click Check-in.
13. A confirmation page opens, review then click the “X” to close the window.
14. The Managed Attachments window appears, click the refresh icon to refresh the page, uploaded document will appear. Click the document to check that it has properly been uploaded. Close the window to return to the GSM Self Service request page.
15. Click Submit to complete leave request.

PART-TIME STAFF MEMBERS

Part-time staff members follow the same basic procedures as full-time staff. Part-time staff members' Individual daily Work Schedule (IWS) (hours worked per day of the working week), their percentage of employment and their duty station Office Work Schedule (OWS) are taken into account when calculating leave entitlements and duration.

Part-time staff receive annual leave and uncertified and certified sick leave entitlements on a pro rata basis, and leave is debited in the same way. For example, a staff member working 50% will receive 15 days annual leave for the year; a staff member working 80% will receive 24 days annual leave.

Calculations for leave duration will be prorated based on the IWS on the day (or days) taken and your duty station OWS.

Example 1: If the IWS of a staff member working in an 8-hour duty station is 4 hours for Monday and the staff member applies for a day of leave for the full day, then the duration of absence is calculated as $4/8 = 0.50$.

Example 2: If the IWS of a staff member working in an 8-hour duty station is 8 hours for Monday and the staff member applies for a day of leave, then a full day of absence is calculated as $8/8 = 1$.

Example 3: If the same 50% staff member takes a week off work from Monday to Friday, then 2.5 days' absence is calculated for the full week.

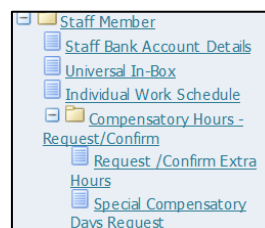
REQUESTING TO WORK EXTRA HOURS AND COMPENSATORY LEAVE

If a supervisor requests a staff member to work extra hours, before commencing the overtime work, the staff member:

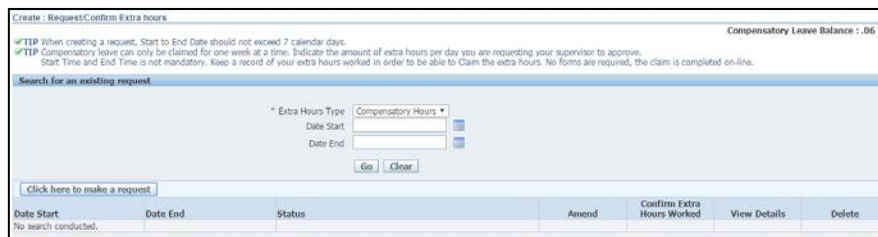
1. submits the request to work extra hours and estimates the number of hours;
2. confirms the actual number of extra hours worked;
3. upon approval of the above confirmation, the compensatory leave balance is updated in the Absence Dashboard.
4. submits a leave request for compensatory leave.

Request to work extra hours

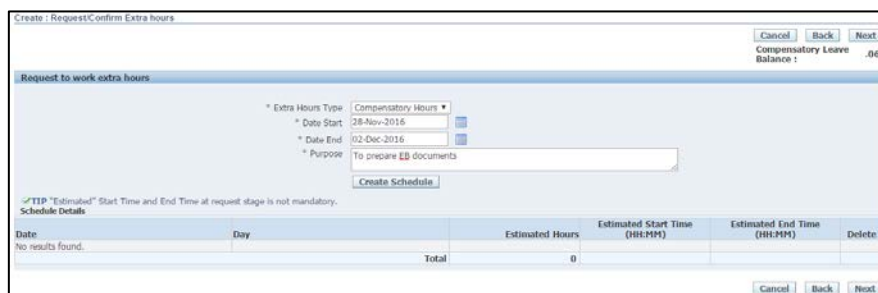
1. From the GSM menu, click **Staff Member, Compensatory Hours – Request/Confirm Extra Hours**.



2. To make a new request, use **Click here to make a request**. The Create: Request/Confirm Extra Hours screen opens.



3. Enter start and end dates using the calendars. You cannot request to work extra hours for more than 1 week at a time.
4. In the Purpose box, type the specific purpose of the work.
5. Click **Create Schedule**.



6. Enter the number of hours agreed with the supervisor that you anticipate working each day. Enter zero (0) if you do not expect to work any hours on a specific day or delete the row. It is

not necessary to indicate the estimated start and end times unless these have been specifically agreed in advance with your supervisor.

Date	Day	Estimated Hours	Estimated Start Time (HH:MM)	Estimated End Time (HH:MM)
28-Nov-2016	Monday	2		
29-Nov-2016	Tuesday	2		
30-Nov-2016	Wednesday	1		
01-Dec-2016	Thursday	1		
02-Dec-2016	Friday	1.5		
		7.5		

7. Click **Calculate** to calculate the estimated number of work hours.
8. Click **Next** to review your request. This will take you to the Review: Request/Confirm Extra Hours page. If you are satisfied with the information submitted and displayed, then click **Submit**. Your request will go to your supervisor for approval.
9. You can go to the Create Page: Pending Approval to keep track of the approval process.
10. After your supervisor approves your request, you will be notified and the **Confirm extra hours worked** button will be enabled.

Confirm the extra hours worked

After you have completed the extra hours of work, you must confirm the hours.

1. Go to the Create: Request/Confirm Extra Hours submenu and search for the extra hours request that was previously approved. Click **Confirm extra hours worked**.
2. Click **Go** to see all previous requests.
3. Enter the actual number of extra hours you have worked against the days specified in your request. This step is mandatory.

Date	Day	Estimated Hours	Estimated Start Time (HH:MM)	Estimated End Time (HH:MM)	Actual Start Time (HH:MM)	Actual End Time (HH:MM)	100% Hours	150% Hours	200% Hours	Actual Hours	Actual compensatory days debited
28-Nov-2016	Monday	2			17:30	19:30	2			2	25
29-Nov-2016	Tuesday	2			17:15	19:15	2			2	25
30-Nov-2016	Wednesday	1			09:30	10:30	1			1	8
01-Dec-2016	Thursday	1			17:30	19:30	2			2	25
02-Dec-2016	Friday	1.5			17:30	19:30	2			2	25
		7.5					8	0	0	8	1



Note about confirming extra hours worked

When you confirm your extra hours worked, indicate only the number of extra hours you worked and the actual time at which the hours were worked so the system will calculate correctly the compensatory days. Do not include your normal daily hours.

You can input a number of hours that is greater or less than what you had indicated when you planned the extra hours. If you add hours, you must explain why in the comments section (this is mandatory). If you worked fewer hours than anticipated, there is no need to explain why.

If you didn't work at all on any day make sure to indicate 00:00 in the actual start and end time fields or delete the row.

3. Click the **Next** button and the Review: Request/Confirm Extra Hours page will show all the details entered. Review the details for correctness and then submit the information. Your supervisor receives an approval notification, reviews the confirmed extra hours and either approves or rejects the confirmation request.
4. If your supervisor approves, you will receive a notification with the details. Your Compensatory Leave Balance is then updated in the Absence Dashboard.

Your request to confirm extra hours worked has been approved

From: [Redacted] To: [Redacted] Sent: [Redacted] ID: [Redacted] [OK] [Backsign] [More Information Request]

Confirm Extra Hours

* Extra Hours Type: Compensatory Hours
 Start Date: 28 Nov 2016
 End Date: 02 Dec 2016
 * Purpose: To prepare IB documents for xxxxxx

Compensatory Leave Balance : 2

Date	Day	Estimated Hours	Estimated Start Time (HH:MM)	Estimated End Time (HH:MM)	Actual Start Time (HH:MM)	Actual End Time (HH:MM)	100% Hours	150% Hours	200% Hours	Actual Hours	Actual compensatory days
28 Nov 2016	Monday	2	17:30	19:30	17:30	19:30	2			2	.25
29 Nov 2016	Tuesday	2	17:15	19:15	17:15	19:15	2			2	.25
30 Nov 2016	Wednesday	1	19:45	00:00	19:45	00:00	0			0	0
01 Dec 2016	Thursday	1	17:30	19:30	17:30	19:30	2			2	.25
02 Dec 2016	Friday	1.5	17:00	19:00	17:00	19:00	2			2	.25
		Total					0	0	0	0	1

Comments: It took me longer than expected to complete.

5. Proceed to request compensatory leave in the Leave request screen.
6. If your request for the confirmation of extra hours is rejected or returned for correction, you will be notified and can resubmit information following the process outlined above.
7. As each confirmation of extra hours worked is approved, the Compensatory Leave Balance in your dashboard will increase.

Submit a request for compensatory leave

Once your extra hours have been confirmed and approved, go to the Leave request screen and make a planned request for compensatory leave. Compensatory leave may be taken in full or half days.

On return from your leave, you will be notified to let the system auto-confirm the leave or if your dates have changed, you should submit an amended and confirmed leave request for approval by your supervisor.

Part-time staff: Your compensatory leave balance is shown in full working days as per your OWS. Compensatory days will be deducted as per your IWS. For example: a 50% staff member

works 4 hours daily. If 1 day of compensatory leave is requested, the duration will be deducted as 0.5 from the balance of compensatory days.

DISCRETIONARY DAYS

To request discretionary leave days, please follow the basic steps for requesting annual leave. Along with your annual leave balance, you will see your balance of discretionary days on the right-hand side of the leave request screen. Discretionary days are based on the official holiday calendar for each duty station. When viewing your Absence Dashboard, your balance will be automatically calculated based on the duration of your contract during the year and the official holiday calendar at your duty station. Most duty stations have 8 fixed official holidays and 2 discretionary days.

You can request only full-day discretionary days as these replace Official Holidays. Leave for discretionary days will be auto-confirmed by the system 14 days after you return from leave, unless you choose to manually confirm the leave or amend the dates.

Part-time staff: Your discretionary days balance will show in full days. Irrespective of the hours you work on your leave day, it will be charged as 1 day and will not be prorated.

COMPASSIONATE LEAVE

To request compassionate leave, please follow the basic steps for requesting annual leave. Compassionate leave may be requested for a maximum of 5 consecutive calendar days and may also be requested as consecutive half days.

Compassionate leave may be taken during home leave. If compassionate leave is approved during home leave, the staff member's annual leave will be recredited upon confirming the home leave and compassionate leave. There is no deduction to annual leave for compassionate leave. Contact your HR focal point for advice on how to submit your home leave/compassionate leave requests.

The duration of compassionate leave includes weekends and official holidays that fall within the period.

Part-time staff: Your entitlement is made in calendar days irrespective of your working percentage. Each calendar day will be counted as 1 day and will not be prorated.

Requesting compassionate leave

1. Select the compassionate leave absence type and choose the reason for the absence.
2. Select the start and end dates. Submit your request to your supervisor for approval.

Compassionate leave is auto-confirmed 14 days after it ends if there is no change in dates.

FLEXI-TIME OFF

Some offices follow a flexible system of working hours; however, certain staff members may be required to work fixed hours to ensure the continuity of services (for example, maintenance personnel, ushers, messengers, drivers), and guards may have to observe a different working week from other general service staff when prevailing local practice or the needs of the office so require.

Flexi-time off is restricted to a maximum number of days per month, depending on the regional or major office. When the leave request is submitted, the system will check your eligibility and the duration of the leave against the monthly amount permitted for your office. Flexi-time off may be taken in full or half days.

Part-time staff: You may accumulate flexi hours up to your office's monthly amount on a pro rata basis. For example, a 50% part-time staff member would be permitted to accumulate 4 hours of flexi leave at a duty station where the normal maximum is 8 hours. The leave day deduction is calculated based on the IWS of the staff and the OWS for the day.

To request flexi-time off

1. In the Create Absence: Enter Absence Details screen, select Absence Type: Flexi-Time Off.
2. Enter the required information.
3. Upload the flexi-time sheet record to the ECM system using the **Managed Attachments** feature (for details, see the section on Uploading supporting documents).

HOME LEAVE

If you are assigned to a 24-month home leave station, you can take home leave up to 6 months before or after your eligibility date (also known as the due date), which appears on your Absence Dashboard. Staff members who have just been hired and have not yet exercised their home leave entitlement need to accumulate 24 months before taking their first home leave travel. The first option for home leave travel has a 6-month window after the due date.

If you are assigned to a 12-month home leave station, you can take home leave up to 3 months before or after your eligibility date. Staff members who have just been hired and have not yet exercised their home leave entitlement need to have accumulated 12 months before taking their first home leave travel. The first option for home leave travel has a 3-month window after the due date.

For a 24-month home leave station, your contract must also run for 6 months (or 3 months at a 12-month home leave station) after your return from home leave or your eligibility date, whichever date occurs later.

When requesting home leave, you must take a minimum of 7 days excluding travel days; travel days will be granted by the Global Human Resources (GHR) department when they approve your travel request for home leave.

Home leave is deducted from the balance of your annual leave. The number of home leave days should not exceed your annual leave balance for the year. If they do, the system will check your contract duration for the next year and apply the maximum advance annual leave of 7.5 days from the next year.



Note on home leave travel

You can raise a travel request for home leave only after the planned home leave request has been approved by Global Human Resources. When you return from home leave, you must submit your travel claim and supporting documents before you can confirm the absence for home leave. Home leave absence requires manual confirmation. When submitting your confirmation request, you must declare that you have submitted your travel claim. Then the leave system will identify your travel claim number automatically and populate it in the Leave Confirmation screen.

Requesting home leave

1. Plan and request approval for your home leave well in advance of your travel dates.
2. After your supervisor approves the leave, GHR will enter your entitlement for travel days and approve your request.
3. After you receive the approval notification, create a travel request for home leave. When you return from home leave, submit your travel claim (TC) before you confirm your absence for home leave.
4. Once your TC has been approved, confirm your home leave request. The dates of your home leave confirmation must correspond with the departure and arrival dates on your boarding passes and TC. After your confirmation request has been approved, the eligibility date for your next home leave will appear in your Absence Dashboard.

To request home leave

1. Go to the Create Absence: Enter Absence Details screen.
2. Select Home Leave from the Absence Type list.

3. From the Absence Reason list, select one of two options:
 - Travel to my recognized country of residence
 - Travel to another country where I have cultural, family, professional ties.
4. Do not complete the fields Travel Days to and From Destination. GHR completes these fields when approving your home leave request.
5. Click the magnifying lens icon beside the Entry for Home Leave Due Date field. Click **Go**. This displays your home leave due date. Click **Select**.

Select	Quick Select	Entry for Home Leave Due Date
<input type="radio"/>		01-APR-2017

6. Choose the relevant option from the window that opens when you click on **Declaration for Home Leave**.

Search and Select: Declaration for Home Leave Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Declaration for Home Leave

Results

Select	Quick Select	Declaration for Home Leave	Description
<input type="radio"/>		I am travelling in advance of my eligibility period and request manager approval	I am travelling in advance of my eligibility period and request manager approval
<input type="radio"/>		I am travelling within my eligibility period for the duty station	I am travelling within eligibility period for my duty station
<input type="radio"/>		Manager approves delay due to work, no change to next due date	I am travelling after my eligibility period and request manager approval for delay due to work reasons, no change in my next due date
<input type="radio"/>		Delay for personal reasons, I accept due date recalculation from departure date	I am travelling after my eligibility period for personal reasons and accept my next due date will be recalculated from this departure date. See WHO eManual on Home leave taken outside the eligibility period

[About this Page](#) Cancel Select

7. When you are still in the planning stage, select No for the Travel Claim ID Available field.
8. Make your declarations on whether you reside and serve in the country of your recognized place of residence.

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By I declare that

Results

Select	Quick Select	I declare that	Description
<input type="radio"/>		I do not reside in the country of my recognized place of residence	
<input type="radio"/>		I do reside in the country of my recognized place of residence	

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By I declare that

Results

Select	Quick Select	I declare that	Description
<input type="radio"/>		I do not serve in the country of my recognized place of residence	
<input type="radio"/>		I do serve in the country of my recognized place of residence	

9. Input the leave start and end dates and ensure that they coincide with the date you start and end your travel and that the duration is at least 7 calendar days in your home leave destination (excluding the days you are travelling).
10. It is mandatory to input both the destination city and country in the relevant fields.
11. Click **Calculate Duration**, then click **Next**.
12. Review your home leave request for correctness. Click **Submit**.
13. The leave request will go to your supervisor for approval. After it has been approved by your supervisor, the request will be routed to GHR and the travel days will be input based on a global UN travel timetable.
14. Once GHR has approved your request for home leave, the leave will appear in your Absence Dashboard with the correct amount of annual leave debited after the travel days have been deducted. You will receive an approval notification, and then you can submit a home leave travel request by going to the GSM Travel Requestor module or by contacting your administrative assistant for support.

Confirming home leave

You must manually confirm home leave. Before submitting your home leave confirmation, you must submit a TC with your supporting travel documents.

To confirm home leave

1. Go to the Travel Claim home page. Click **Search Travel Requests**. Your travel requests (TRs) will appear in a list. Select the relevant TR, and then select **Create Travel Claim**.
2. Using **Managed Attachments, upload** your boarding passes and proof of payment for your tickets if you chose the lump sum payment for travel for home leave. If you chose organization-assisted travel, upload your boarding passes and any other baggage costs you wish to claim.
3. Once your TC has been approved, you can confirm your home leave absence.
4. Go to your planned home leave request. Click **Confirm** to open the Leave Confirmation page. If there was a change in your travel dates, amend the start and end dates so that they coincide with the boarding passes uploaded with your TC.
5. In the Travel Claim ID Available field, select **Yes**, then wait for the system to find your home leave TC number. Click **Next** to review your confirmation request and then click on **Submit**.
6. Once you have submitted your confirmation, it goes to your supervisor and GHR for approval. GHR checks the leave dates and travel days against your documents.
7. Upon GHR approval, your home leave appears as confirmed in the Absence Dashboard. If you amended the dates, your annual leave balance will be adjusted.
8. After confirmation, your next home leave due date will appear in your Absence Dashboard.

REST AND RECUPERATION LEAVE

Staff members can apply for R&R leave themselves.

The duration of your R&R leave depends on your duty station. For staff assigned to an R&R duty station, the due date is automatically calculated. The date is calculated based on service time at the duty station and the return date from the last leave outside the duty station – for example, from home leave, your last R&R leave, and annual leave taken for exchange of education grant travel, spouse visit travel, or in conjunction with R&R. You cannot take R&R leave before the due date.

Staff members deployed for emergencies or duty travel to R&R duty stations should also submit their R&R request through GSM.



Note for staff deployed for emergencies to rest and recuperation duty stations

If you are deployed temporarily to a rest and recuperation (R&R) duty station and qualify, you can request R&R leave using GSM. Simply choose Yes from the dropdown list in the field where you can state, “I declare that I am deployed temporarily to an R&R Duty Station”. Select the duty station from the dropdown list. If your location does not appear, enter the location in the free-text field.

Employee Name Mrs Employee Number S082

1. When R & R leave is combined with duty travel – no reimbursement nor lump sum R & R travel is payable
2. If you are expanding your R & R with annual leave, you must apply separately for annual leave through GSM Absence Management using : conjunction with R & R leave
3. Only Indicate a "Temporary" R & R duty station if you are not entitled to R & R normally (i.e. you are on duty travel to the R & R duty station) and R Leave - FAQ Link
If you are requesting a leave after the absence has occurred, make a "confirmed" leave request
† Indicates required field

* Absence Status Planned
* Absence Type Rest and Recuperation
* Absence Reason
Cancel this leave request?
* Suggest R&R Leave Subtypes
* R & R Due Date eligible for R AND R leave - Indicate your temporary
* I declare that I am deployed temporarily to an R&R Duty Station
R & R Temporary Duty Station
If your R&R location does not appear, please indicate
* UNSS Security Clearance
Request for Annual Leave in conjunction with R&R
Indicate latest return date from duty or leave outside your R&R duty station
I certify that
Duration
* Start Date
* End Date

For staff assigned to R&R duty stations

1. Check that all your past R&R, home leave and any Special Leave Without Pay in GSM have been confirmed before making your R&R request. Past leave records impact your R&R due date.
2. Go to the Create Absence: Enter Absence Details screen.
3. Under Absence Type, select Rest and Recuperation. In the Absence Reason dropdown list, select No Reason.
4. Under Suggest Leave Subtypes, select either Leave & Travel or just Leave if combined with duty travel.
5. Complete all the fields including: R&R due date; R&R destination; confirmation of entry in Travel Request Information Programme (TRIP) and of the Security Clearance covering the travel; contact information.
6. GSM will check whether you are eligible for R&R at your assignment. If you are, your request will be routed to your supervisor, then to GHR for approval. If approved, an FYI notice is sent to the HR leave specialist for your region.

7. Once the R&R request is approved by supervisor and GHR, the staff member is authorized to depart on R&R.
8. Upon return from R&R, the staff member confirms in the leave confirmation request that the R&R leave and travel have been exercised in conformity with the approved entitlement and uploads the proof of travel (boarding passes, proof of ticket payment, travel itinerary).

For staff deployed on emergencies or duty travel to an R&R duty station who do not normally have an entitlement to R&R

1. Go to the Create Absence: Enter Absence Details screen.
2. Under Absence Type, select Rest and Recuperation. In the Absence Reason dropdown list, select No Reason.
3. In the R&R Due Date field, keep the option Not eligible for R AND R leave – Indicate your temporary duty station.
4. In the field “I declare that I am deployed temporarily to an R&R Duty Station”, click the magnifying lens icon. Click **Go**, then quick select the Yes option.
5. Select your temporary duty station from the List of Values.
6. If your temporary duty station does not appear, enter the location in the free-text field.
7. Complete all the fields including: R&R due date; R&R destination; confirmation of entry in Travel Request Information Programme (TRIP) and of the Security Clearance covering the travel; contact information.
8. Click **Next** to review your request, then **Submit**.
9. Your request will be routed to your supervisor, who may reassign the approval to your actual supervisor at the R&R duty station.
10. After the supervisor approves, the request goes to GHR to validate that you are on duty travel at the indicated location and that your time at the location entitles you to R&R.
11. If approved, an FYI notice is sent to the HR leave specialist for your region.
12. Once the R&R request is approved by supervisor and GHR, the staff member is authorized to depart on R&R. No travel request is required.
13. Upon return from R&R, the staff member confirms in the leave confirmation request that the R&R leave and travel have been exercised in conformity with the approved entitlement and uploads the proof of travel (boarding passes, proof of ticket payment, travel itinerary).

For staff who have an entitlement at their assignment duty station and who are temporarily on duty travel to a different R&R duty station

1. Go to the Create Absence: Enter Absence Details screen.
2. Under Absence Type, select Rest and Recuperation. In the Absence Reason list, select No reason.
3. Click on the due date magnifying glass icon to select your R&R Due Date, so you can continue.
4. Enter Yes in the field, “I declare that I am deployed temporarily to an R&R Duty Station”.
5. Select your temporary duty station from the List of Values.
6. If your temporary duty station does not appear, enter the location in the free-text field.
7. Complete all the fields including: R&R due date; R&R destination; confirmation of entry in Travel Request Information Programme (TRIP) and of the Security Clearance covering the travel; contact information.
8. GSM checks whether the duration corresponds only to the temporary duty station and ignores your assignment duty station and due date.
9. Click on **Next** to review your request, then **Submit**.
10. Your request will be routed to your supervisor, who may reassign the approval to your actual supervisor at the R&R duty station, if appropriate.

Confirming your Rest and Recuperation leave

Upon return from R&R, the staff member manually confirms in GSM that the R&R leave and travel have been exercised in conformity with the approved entitlement and uploads the proof of travel (boarding passes, proof of ticket payment, travel itinerary). You must always confirm your previous R&R leave before submitting another R&R request.

To confirm R&R leave

1. Go to the Leave Confirmation page. Fill in the relevant information. Amend your dates if relevant, as per your boarding passes.
2. Using **Managed Attachments**, upload your boarding passes and proof of payment for your ticket for R&R leave.
3. Once you have submitted your confirmation, it goes to your supervisor and GHR for approval. You will be notified of approval and receive a payment advice informing of the lump sum payment to the bank account selected in the leave confirmation page.
4. Your Absence Dashboard will be updated with the confirmed R&R leave.

To cancel planned R&R leave

1. Go to the Leave Request Summary screen and look for the planned leave request you filed. Under the column Amend or cancel leave request, click the pencil icon.
2. Click the magnifying lens icon beside Cancel this leave request? Click **Go** and select the Yes option.
3. The leave request is cancelled automatically. The leave is deleted and no approval is required.
4. **If your leave cancellation is initiated on or after the start date of your leave**, the request will be routed to your supervisor for approval
5. If the supervisor approves, the cancellation request will be forwarded to GHR for review and approval.

PARENTAL LEAVE

Parental leave can be requested, amended, cancelled and confirmed by staff members. Staff members may approach their region or cluster HR leave specialist for support and advice on their request for parental leave.

Part-time staff: Entitlement for parental leave is in consecutive calendar days irrespective of your working percentage. Each calendar day will be counted as 1 day and will not be prorated.

Maternity leave

At the latest, maternity leave must be requested by the fourth month of pregnancy. You will need to obtain a Certificate of Estimated Due Date from your physician or midwife prior to making your maternity leave request. If your appointment is expiring within the period of your maternity leave, contact your HR leave specialist before submitting your request.

To request maternity leave

1. Go to the Create Absence: Enter Absence Details screen. In the Absence Type list, select Maternity Leave. In the Absence Reason list, select Childbirth.



Note on early childbirth

The Early Childbirth option is applicable only if a baby is born more than 2 weeks before the estimated due date. An HR leave specialist or leave administrator may create such a request upon receipt of information from the Staff Health and Wellbeing Service or a Regional Staff Physician, the staff member or a supervisor.

2. Click the button **Click here to enter dates**. This takes you to the Maternity Leave Calculator page where you will enter your expected due date and whether you are expecting one child or more than one.
3. Click **Go** and the system checks and calculates your maternity leave entitlement.



Note on maternity leave when a contract is expiring

Your maternity leave start date will automatically be calculated 14 days prior to the estimated due date. If you are giving birth around the time when your contract is expiring, please contact your HR leave specialist to initiate an extension of your contract, as appropriate.

4. The calculator will compute the start and end dates of the applicable full standard maternity leave period. The system will automatically calculate the relevant maternity leave entitlement based on your appointment, service time and whether you are expecting a single or multiple birth. Click on **Apply**. This will transfer the dates and return you to the Create Absence: Enter Absence Details page.
5. **Do not enter or amend dates** on the Enter Absence Details page.
6. Click on **Next**. This will bring you to the Create Absence: Review screen, where you will click **Managed Attachments**. You will be taken to the ECM page where you will be asked to fill in the fields in a pop-up window. The transaction type will be input automatically.
7. Select the document type Attestation of Due Date, and then upload your Certificate of Estimated Due Date. Click **Refresh page** to check whether the information has been uploaded, then close the window to return to your leave request.
8. Click **Submit**. Your maternity leave request goes to your HR leave specialist for entitlement approval, then to the Staff Health and Wellbeing Service (SHW) or the Regional Staff Physician (RSP) for medical approval. Your supervisor does not approve your maternity leave but will receive an FYI notification of the leave dates.
9. Once your leave has been approved, you will receive a detailed notification giving you information about your entitlements during and after maternity leave. Read it carefully.



Note on action to take upon giving birth

After the birth of your child, please request official recognition of the child and submit the birth certificate using the GSM Employee self-service function and choosing **Request for Recognition of My Family Members**; once that is approved, choose **Request Benefits for My Recognized Child**.

Amending maternity leave

You may amend your maternity leave request only after giving birth if you wish to return to work earlier on a full-time or a half-time basis. The return to work options section of the leave and absence module will be available for amendment only 6 weeks after your estimated due date.

If after giving birth you request to return to work earlier at 50% or return to work full-time and your supervisor and SHW or RSP agree to your early return to work, you can amend your maternity leave request to enter your return date and recalculate the duration of your maternity leave.

To amend your maternity leave request to opt for an early return to work

1. Go to the Leave Request: Summary page and select the planned maternity leave. In the Create Absence: Enter Absence Details screen, choose **Click here to enter dates**, which takes you to the Maternity Leave Calculator page where you can indicate the date on which you wish to return to work and the percentage of time you wish to work (100% or 50%).

2. The calculator will recalculate the duration of your leave.
3. Tick the declaration box, "I understand that if I opt to return to work, I cannot resume maternity leave at 100%".
4. Click **Apply** to return to the summary page, then **Next** to review the changes and new maternity leave end date.
5. Click **Submit**. The request will go to your HR leave specialist and SHW or the RSP for approval.

Cancelling standard maternity leave to request maternity leave for early childbirth

This procedure normally occurs only when a baby is born more than 2 weeks before the estimated due date. This request may be submitted by the staff member. A leave administrator or HR leave specialist may also submit it on behalf of the staff member when informed of the early birth.

To cancel maternity leave

1. In the Leave Request Summary screen, click the pencil icon under the Amend or cancel leave request column.
2. In the comments, enter the information that the birth has occurred more than 2 weeks prior to the estimated due date.
3. Submit the request for approval by your HR leave specialist and SHW or RSP.
4. Once approved, make a new planned maternity leave request.
5. Select Maternity Leave – Early Childbirth, and then choose **Click here to enter dates**.
6. Enter the actual birth date and click **Go**. The system will recalculate your leave start and end dates.

This will not give you additional maternity leave. Your cancellation request will go to all those in the approval chain (the HR leave specialist and SHW or RSP).

Confirming maternity leave

You must manually confirm your maternity leave on return to work. Go to the Leave Request: Summary page, select your planned maternity leave and click **Confirm**.

Notice of your confirmation goes to your supervisor, HR leave specialist and SHW or RSP for approval.

Paternity leave

When initiating a request for paternity leave, be ready to submit a Certificate of Estimated Due Date if requesting leave prior to the baby's birth or the birth certificate if making your request after the birth. If you are expecting twins or a multiple birth, inform your HR Leave Specialist or Leave Administrator since the period will be extended by 4 weeks supplementary Special leave with pay.

If your leave starts after your child's birth and if you have already provided the birth certificate when you requested to have your child recognized as a dependant, simply search in the **Managed Attachments**, then **From Repository** links in the ECM system while creating the leave request to pick up the birth certificate.

Paternity leave can be taken any time within 12 months from your child's date of birth. The applicable leave entitlement can be taken in 2 separate periods, and you can also choose to take the periods in half days.

Paternity leave cannot be requested beyond your contract expiry date. If you have any paternity leave entitlement remaining at the end of your contract, contact your HR leave specialist.

To request paternity leave

1. Go to the Create Absence: Enter Absence Details screen.
2. Under Absence Type, select Parental Leave. In the Absence Reason list, select No Reason. Under Leave Type, select Paternity Leave.
3. You can select half-day options, as appropriate.
4. Input the dates of your planned paternity leave and click on **Calculate Duration**.
5. Click on **Next**.
6. In the Create Absence: Review screen, click **Managed Attachments**. You will be taken to the ECM upload page. Click **New** to upload the Attestation of Due Date or if you have already uploaded a birth certificate for your child, search **From Repository** and Select the birth certificate.
7. A pop-up window will appear that is automatically populated with the transaction type and other details.
8. Select the document type, either Attestation of Due Date or Birth certificate; then click **Browse** to search for and upload the document. Fill in the fields indicated on the screen.
9. Click **Submit**, then **Refresh page** to check whether the information has been uploaded. If you do not need to make changes, close the ECM page and return to your leave request.
10. Click **Submit**.
11. Your paternity leave request goes to your supervisor for the absence approval; then GHR validates the supporting document and the remaining paternity leave entitlement.



Note on action to take before confirming paternity leave

Before submitting your paternity leave confirmation request, please request official recognition of the child and submit the birth certificate using the GSM Employee self-service function and choosing **Request for Recognition of My Family Members**; once that is approved, choose **Request Benefits for My Recognized Child**.

To confirm paternity leave and amend the dates if necessary

Paternity leave cannot be auto-confirmed because it requires the birth certificate to be uploaded or reattached in the ECM if already provided.

1. Go to the Leave Request: Summary page, select the dates of your planned paternity leave and click the icon below the Confirm planned leave column.
2. Submit a confirmation request without a change in dates, or amend the dates. The birth certificate must be attached using the **Managed Attachments** button. If the birth certificate has already been provided, search in **From Repository** and select the birth certificate to link it to the paternity leave request.
3. Your supervisor will approve the dates indicated in the confirmation request.
4. GHR validates the confirmation request against the date of birth on the birth certificate and the remaining entitlement to paternity leave. GHR staff only approve confirmed paternity leave if they have received a request for the recognition of the child.
5. You will receive a leave approval notification.

To amend a paternity leave request

1. Go to the Leave Request: Summary page and click on the pencil icon in the Amend or cancel leave request column.
2. Amend the dates of your planned leave and upload a new document, if relevant. The request for amending the dates goes to your supervisor for approval.
3. Once approved by your supervisor, the request goes to GHR for validation. GHR validates the date of birth against the birth certificate and the remaining entitlement to paternity leave.
4. When GHR approves the request, you will be notified.

To cancel planned paternity leave

You can cancel a planned paternity leave request.

1. Go to the Leave Request Summary page and click on the pencil icon in the Amend or cancel leave request column.
2. When the planned leave request appears, click on the **Cancel this leave request** and select Yes.
3. Click **Next** to review your cancellation request. Click **Submit**.

If cancelling before the start date, no approvals are necessary. If cancelling after the start date, approvals from your supervisor and GHR are required. When GHR approves the request, you will be notified.

Adoption leave

Staff members are entitled to request adoption leave when the adoption is finalized or near finalization and official legal documentation is available. Adoption leave entitlement 16 weeks/112 calendar days (may be taken in 2 separate periods. Staff members adopting more than one child shall be entitled to a supplementary period of SLWFP of two weeks.

Before requesting adoption leave, staff should contact their HR leave specialist for advice and guidance. The adoption leave request requires uploading either a Legal Adoption Court Order, a Pre-Adoption Court Order or an HR Approval Memorandum.

The HR leave specialist submits the supplementary SLWFP request for extra 8 weeks entitlement or 10 weeks in case of multiple adoptions.

To request adoption leave (up to 8 weeks)

1. Go to the Create Absence: Enter Absence Details screen.
2. In the Absence Type list, select Parental Leave.
3. In the Absence Reason list, select No reason.
4. In the Leave Type, select Adoption Leave
5. Enter the estimated or actual adoption date, then the dates of your planned adoption leave, and click **Calculate Duration**. This will automatically calculate the duration of your leave in calendar days.
6. Click **Next**.
7. In the Create Absence: Review screen, click **Managed Attachments**. You will be taken to the ECM page where you will be asked to upload one of three documents: the Legal Adoption Court Order, the Pre-Adoption Court Order or an HR Approval Memorandum. Check to see whether the document has been uploaded by clicking **Refresh page**.
8. Click **Submit**.
9. Your adoption leave request goes to your supervisor for approval, then GHR validates the estimated date of adoption against the uploaded documents and your remaining entitlement to adoption leave.
10. If your leave is approved, you will be notified.



Note on pre-requisites for adoption and surrogacy leave

Before requesting adoption or surrogacy leave supporting documentation must be submitted to Department of Human Resources & Talent Management (HRT). Please see WHO eManual for details in each case.

Surrogacy leave

Staff members may be entitled to 16 weeks (112 days) for a single birth by surrogacy and a period of 18 weeks (126 days) for a multiple birth by surrogacy. The leave must be taken in one consecutive period. Surrogacy leave will commence at the latest upon the birth and may commence up to 2 weeks prior to the due date. The leave is recorded as Special leave with full pay (SLWFP) under Staff Rule 650 with the reason "Exceptional to take care of a child" and must be entered by the HR Leave Specialist.

MEDICAL LEAVE INITIATED BY STAFF MEMBERS

Uncertified sick leave

Staff members can apply for uncertified sick leave themselves or leave administrators can apply on their behalf if requested to do so. Uncertified sick leave is immediately confirmed and cannot be amended without justification. Uncertified sick leave may be taken in full or half days for a maximum of 7 working days in the year.

Uncertified sick leave may be taken for health reasons for up to 3 working days or in the case of a family emergency, up to the full year's entitlement (maximum 7 days) may be taken. This leave type is not planned in advance and can only be entered as confirmed. Uncertified sick leave is prorated when the contract lasts for less than the full calendar year.

Part-time staff: Entitlement is prorated based on the working percentage. Leave is deducted according to the IWS and OWS on the day of sick leave.

To request uncertified sick leave

1. Go to the Create Absence: Enter Absence Details screen.
2. Under Absence Type, select Uncertified Sick Leave. For the Absence Reason, select either Health reasons or Serious family-related emergencies.
3. Select Absence Status: Confirmed.
4. If appropriate, select a half-day option.
5. Enter the date (or dates) on which you were absent and click **Next**. The system will check your remaining balance of uncertified leave. If you do not have a sufficient balance or if your request exceeds 3 days in the health reasons category, you will not be able to proceed with your request. If you have a sufficient balance, the request will be routed to your supervisor for approval.
6. If your request is approved, you will receive an approval notification. If your supervisor rejects your request for uncertified sick leave, you must request another type of leave to cover your absence (for example, annual leave, compensatory leave or discretionary leave).



Note on taking consecutive days of uncertified sick leave

You can take up to a maximum of 7 days of uncertified sick leave during a calendar year depending on the duration of your contract. However, you cannot take more than 3 consecutive working days of uncertified sick leave for health reasons. If your health-related absence continues beyond 3 days, you must obtain a medical certificate and request certified sick leave.

Certified sick leave

Staff members can apply for certified sick leave themselves and must enter the request within 14 days from the start of a health-related absence or in advance for a known medical appointment or intervention. When the sick leave is unexpected, Leave administrators can also apply on a staff member's behalf based on a request from the staff member or a supervisor. Certified sick leave may be taken in full or half days.

Part-time staff and staff on contracts lasting less than 1 year: The maximum certified sick leave entitlement is prorated for part-time staff and for staff with contracts lasting less than 1 year.

To request planned certified sick leave

1. On the Create Absence: Enter Absence Details screen, select Certified Sick Leave.
2. In the Absence Reason list, select Health Reasons.
3. Select the start and end dates of your planned certified sick leave, then click **Calculate Duration**. Once the number of days of leave appears, click **Next**.
4. On the Create Absence: Review page, check your request and, if your medical certificate is available, click **Managed Attachments** to upload it.
5. If the total number of days of certified and uncertified leave is less than 10 during the past 12 months, your request will go to your supervisor for approval. Your supervisor will approve the request and you will be notified.
6. If the total is more than 10 days during the past 12 months, your request will be routed to SHW or the RSP for review and approval.
7. If SHW or the RSP rejects your request, then you, your supervisor and the relevant HR leave specialist will be informed that the request has been rejected. You must make a request for another type of leave.



Note on uploading sick leave certificates

At the planned stage, it is not mandatory to submit the sick leave certificate with the leave request. It must be provided to SHW/RSP however within 14 days of the start date of the absence. To confirm a sick leave only you as the staff member can upload the certificate. Leave administrators do not have access to do so as these are strictly confidential documents. **N.B.** Only medical specialists can see the sick leave certificate, supervisors do not have access to view.

To confirm certified sick leave

You must manually confirm certified sick leave.

1. Select your planned certified sick leave from the Leave Request: Summary page or create a confirmed certified sick leave request when you return from your absence.
2. Enter the information and dates of absence, as per your medical certificate.
3. Click **Next** to review your request.
4. Click **Managed Attachments**, then click **New** to upload a copy of the medical certificate associated with your certified sick leave. If you uploaded the document when you planned the absence, search **From Repository** in the ECM and re-link the previously uploaded document.
5. Click **Submit**.

6. Your leave request will be routed to your supervisor and, if appropriate, to SHW or the RSP.
7. Your supervisor and, if appropriate, SHW or the RSP will review the leave request and approve, reject or return it for correction. Upon approval, you will be notified. If the request is returned to you for correction or is rejected, your HR leave specialist and supervisor will receive an FYI notification.
8. If your request for certified sick leave is rejected, you must submit another leave request or contact SHW or the RSP.

MEDICAL LEAVE INITIATED BY GLOBAL HUMAN RESOURCES

Sick Leave under Insurance Cover (SLIC)

The HR department monitors globally extended sick leave absences in collaboration with SHW and the RSP. Staff members cannot initiate Sick Leave under Insurance Cover (SLIC) in GSM. This will be done by GHR upon instruction from the Department of Human Resources and Talent Management at Headquarters (HRT). If you have almost exhausted your sick leave, you or your leave administrator will see a warning message when you submit a request for certified sick leave. The message will request you to contact SHW or your RSP.

SLIC may be authorised in full or half days and is counted in calendar days.

Part-time staff: Your entitlement is in calendar days irrespective of your working percentage. Each calendar day will be counted as 1 day and will not be prorated.

Overview

1. SHW or your RSP will contact you to review your medical case and inform the SLIC focal point in the HR department.
2. The HR department will review your leave records and provide you with relevant information about your status and entitlements.
3. GHR will initiate SLIC as relevant leave in GSM, and SHW or the HR department will upload any necessary non-confidential documents to ECM on your behalf.



Note for continuation of Sick Leave under Insurance Cover

When on Sick Leave under Insurance Cover (SLIC), you must continue to provide medical information and reports to Staff Health and Wellbeing Services (SHW) until you return to duty. The GHR SLIC focal points update SLIC only upon instruction from SHW or HRT.

Service-incurred absence

Each time a service-incurred absence is recorded, the relevant persons are notified.

For queries regarding your service-incurred absences, please contact SHW, your RSP or the HR leave specialist.



Note on service-incurred illness or accident

When your recognized service-incurred illness or accident continues to require sick leave-related absences, SHW will continue to authorize service-incurred absences for Headquarters staff on receipt of sick leave certificates and medical reports, and upon request from the RSP on behalf of staff outside of Headquarters.

SPECIAL LEAVE WITH FULL PAY: INITIATED BY STAFF MEMBERS

The following types of special leave with full pay can be initiated by staff members directly.

UN Inter-Agency Games

Leave to participate in the annual UN Inter-Agency Games can be initiated by staff members. Before initiating the request, make sure you have the HR department's approval memorandum that is sent to the WHO organizer or a similar document available to upload with your request. The leave is approved by your supervisor, then by GHR, and is based on the number of days granted, normally 3 working days.

On reassignment (5 days)

A total of 5 working days' leave is available to staff members who are being reassigned from one country to another; this type of leave can be initiated by staff members. Before initiating the request, make sure you have the reassignment letter that mentions your entitlement to 5 days' leave ready to be uploaded to GSM. This leave request will be approved by your supervisor, then by GHR. The releasing supervisor approves the leave if requested before reassignment; the receiving supervisor approves the leave if requested after reassignment. GHR validates the request.

This leave may be taken within 8 weeks prior to or after the reassignment date in full or half days and in separate periods as needed during the relocation period.

Reward for Excellence

Staff members who are awarded a Reward for Excellence by the Director-General or Regional Director will be credited with the appropriate balance of working days to be taken before the end of the calendar year.

Upon receipt of the Director-General or Regional Director award memorandum, the staff member agrees with the supervisor when the leave will be taken. The staff member submits the request for approval by the supervisor and GHR. No documentation is required.

Study Leave Development (10 days)

This type of leave requires prior approval by the Career Development and Learning team in your region before a request can be submitted. After approval is issued by memorandum, you submit the planned special leave with full pay absence request and upload the approval memorandum via the **Managed Attachments** button. The leave request will go for approval to your supervisor, then to the study leave approver, and on to GHR. GSM will validate your remaining entitlement against the maximum 10 days allotted per year.

Study leave for development may be taken in full or half days and in multiple periods, provided that the maximum of 10 working days per calendar year or the amount approved by the Career Development and Learning team is not exceeded.

Staff members initiate these requests. Leave administrators, study leave specialists and HR leave specialists may also initiate a request on behalf of a staff member.

Study Leave (Training or Research)

The Director-General may grant upon request special leave with full pay for training or research purposes in the interests of the Organization under certain conditions. Such study leave requests must be submitted by memorandum and approved by the supervisor, Department Director, Director-General and study leave approver for the region prior to the leave request being submitted through GSM.

This special leave request requires you to upload via the **Managed Attachments** button the approval memorandum from the Director-General and the Career Development and Learning team. It will go for approval to your supervisor, the study leave approver, and then to GHR. GHR will provide a special leave letter containing the conditions of the special leave that must be signed by the staff member prior to the absence being approved. See the WHO eManual for more details (<https://emanual.who.int/p03/s06/Pages/III615Specialleave.aspx>).

Study leave for training or research is calculated in full or half calendar days.

Staff members initiate these requests. Leave administrators, study leave specialists and HR leave specialists may also initiate a request on behalf of a staff member.

For all other SLWFP request types, see below.

SPECIAL LEAVE WITH FULL PAY, PARTIAL PAY AND NO PAY: INITIATED BY HUMAN RESOURCES LEAVE SPECIALISTS

Special leave with full, partial or no pay for any reason other than those mentioned in the previous section can be initiated only by an HR leave specialist based on an HR department approval memorandum. Staff members wishing to request special leave or leave without pay should consult first with their HR leave specialist. This step is important because participation in the Organization's social security schemes must be decided upon and payment arranged before making the leave request. These leave types may not be requested to run beyond the contract expiry date and are subject to supervisor and management/HR approval.

Staff members must complete the Request and Social Security Declarations form and have it signed by the supervisor and Department Director. Once signed, the staff member submits it to the HR leave specialist.

If the request is approved, the HR leave specialist initiates the special leave or leave without pay request on behalf of the staff member for approval by the health insurance specialist, pension specialist and insurance specialist, as well as the first-level supervisor and GHR.

GHR provides the staff member with the conditions of the leave for review and acceptance. If the leave is for longer than 2 months, the staff member is required to complete the separation clearance process.