Purpose

Use this procedure to create a maternity leave request.

Scenario

Staff member creates maternity leave request and uploads doctor’s certificate.

Prerequisites

The Staff Member submits a certificate from a medical doctor indicating the expected delivery date.

The policy on Maternity Leave is provided in Staff Rule 6.3 as follows:

“Subject to conditions established by the Secretary-General, a staff member shall be entitled to maternity leave for a total period of 16 weeks:

(i). The pre-delivery leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly qualified medical practitioner or midwife indicating the anticipated date of birth. The pre-delivery leave may be shortened to two weeks based on a certificate from a duly qualified medical practitioner or midwife indicating fitness to continue working;

(ii). The post-delivery leave shall extend for a period equivalent to the difference between 16 weeks and the actual period of pre-delivery leave, subject to a minimum of 10 weeks;

(iii). The staff member shall receive maternity leave with full pay for the entire duration of her absence under subparagraphs (i) and (ii) above.”

Menu Path

Use the following menu path(s) to begin this transaction:

- ESS Employee Self-Service SM Time Management Maternity Leave Request

Transaction Code

- ESS / Umoja Portal

Role(s)

- Staff member
Procedure

1. Start the transaction using the menu path or transaction code.

Employee Services

2. Click **Time Management**

Time Management

- Special Leave Request
  - Create Special Leave Request
  - Important Information for Staff Members
    - Human Resource Handbook
    - Administrative Instruction for time recording STAP1869013
    - Staff Regulation on Annual and special leave: 5.1 to 5.3
  - Email: helpdesk@umboja.un.org

- Absence and Attendance Request
  - Create Leave Request
  - You can request leave and other types of absences here.
  - Leave Overview
  - You can display the Leave Overview and review, change, or delete existing leave or other types of absences here.
  - You can also request additional leave.
  - View Absence Balances

- Timesheet
  - Certify Monthly Time Summary
  - Important Information for Staff Members
  - You can correct errors that originated due to incorrect entries at the time recording terminal.
3. Under the Special Leave Request area, click **Maternity Leave Request**.

**Fill Out Form Maternity Leave - UN**

![Form screenshot]

4. Click the **Start Date** field and enter the first work day of your Maternity Leave.

5. Click the **Expected Delivery Date** field and enter the estimated delivery date.

6. Hit the **Enter** tab on your keyboard to calculate the **End Date** and the **Absence Days**.

For this example, we have used the following dates:
- **Start Date**: Example: 20.04.2014
- **Expected Delivery Date**: Example: 01.06.2014

**Fill Out Form Maternity Leave - UN**

![Form screenshot]
7. Click to expand the Form Utilities window.

**Fill Out Form Maternity Leave – UN**

![Form Utilities window](Image)

- Guide in requesting Maternity Leave
  - Before you start Maternity Leave Request, make sure you have with you the medical certificate from your doctor stating your expected delivery date and until when you are fit to continue working.
  - Indicate your start of Maternity leave and expected date of delivery as stated in the medical certificate.
  - The end date of maternity will be calculated based on those days and will be displayed.
  - This will be routed to the respective HR office for approval.

8. Click to expand the Attachment window.

**Fill Out Form Maternity Leave - UN**

![Attachment window](Image)

- Guide in requesting Maternity Leave
  - Before you start Maternity Leave Request, make sure you have with you the medical certificate from your doctor stating your expected delivery date and until when you are fit to continue working.
  - Indicate your start of Maternity leave and expected date of delivery as stated in the medical certificate.
  - The end date of maternity will be calculated based on those days and will be displayed.
  - This will be routed to the respective HR office for approval.

9. Click **Add Attachment** to upload the medical certificate indicating the expected delivery date.
10. Click to select the type of attachment.

11. Click "Certificate of Pregnancy" to select the appropriate type.
Fill Out Form Maternity Leave - UN

12. Click **Browse...** to select the appropriate file path.

Choose File to Upload - \Remote

13. Click Choose the File to Upload **Certificate of Pregnancy**
14. Click [Open] to upload the file.

Fill Out Form Maternity Leave - UN

15. Click [Open] to upload the document.

Fill Out Form Maternity Leave - UN

16. Click [Upload] to upload the document.
17. Click **↑** to scroll up.

18. Click **Next** to review the absence request.
19. Click **Send** to save and submit the request for approval.

**Result**

You have created a maternity leave request.