

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

Employee Services

Map | Directory | Index

- Status Overview**
You can display an overview of the status of your open processes here.
- Personal Information**
In this area, you can use services to maintain and display your personal data.
- Entitlements**
In this area, you can access to your entitlements
- Benefits and Payment**
Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.
- Life and Work Events**
Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.
- Travel , Shipment and Expenses**
In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.
- Time Management**
In this area, you can use services to record your working time, request leave, and display your time account data.

Quick Links
[Traveler Work Center](#)
[Create Official Travel](#)

2. Click [Time Management](#)

Time Management

Time Management

Back

Service Map

- Special Leave Request**
Create Special Leave Request
[Special Leave Request](#)
Using this service you can request Special leave with full pay for reasons such as studies/ Reserach and adoption and Special leave without pay for reasons such as studies/ Reserach and adoption, Family Leave, government service, military service and employment outside UN. Please also attach the supporting documents.
[Modify/Extend Special Leave Request](#)
Using this service you can modify/extend a Special Leave requested
[Maternity Leave Request](#)
Female staff members who have received medical certificate from their doctor with expected date of delivery can use this service, to request maternity leave. If the maternity leave request is outside the maximum/Minimum (6 weeks/ 2 weeks) pre-delivery period, please bring this to attention of the Human Resources.
- Timesheet**
[Certify Monthly Time Summary](#)
You can correct errors that originated due to incorrect entries at the time recording terminal
[Certify Annual Time Summary](#)
You can correct errors that originated due to incorrect entries at the time
- Important Information for Staff Members**
[Human Resource Handbook](#)
[Administrative Instruction for time recording ST/AI/1999/13](#)
[Staff Regulation on Annual and special leave: 5.1 to 5.3](#)
for Support contact helpdesk
Email- helpdesk@umoja.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](#)
You can display your absence balance information here.s

- Under the Special Leave Request area, click [Maternity Leave Request](#)

Fill Out Form Maternity Leave - UN

Form Utilities

Maternity Leave Request

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08

Type Of Absence:

Start Date:

Expected Delivery Date:

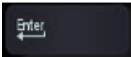
End Date:

Absence Days:

Note To Approver:

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 these days and will be displayed
- This will be routed to the respective HR office for Approval

- Click the **Start Date** field and enter the first work day of your Maternity Leave
- Click the **Expected Delivery Date** field and enter the estimated delivery date
- 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 Utilities

Maternity Leave Request

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08

Type Of Absence:

Start Date:

Expected Delivery Date:


End Date:

Absence Days:

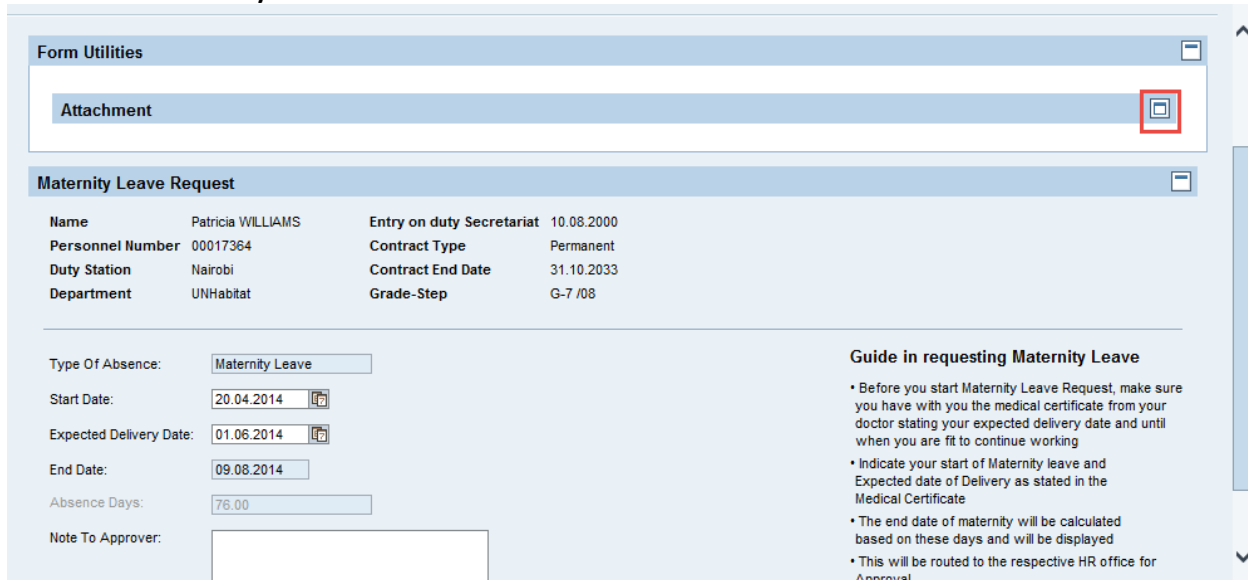
Note To Approver:

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 these days and will be displayed
- This will be routed to the respective HR office for Approval

7. Click  to expand the **Form Utilities** window.

Fill Out Form Maternity Leave – UN



The screenshot shows the 'Form Utilities' window expanded to show the 'Attachment' section. Below it, the 'Maternity Leave Request' form is visible. The form includes a table of employee details, a 'Type Of Absence' dropdown set to 'Maternity Leave', and date fields for 'Start Date', 'Expected Delivery Date', and 'End Date'. A 'Note To Approver' field is also present. A 'Guide in requesting Maternity Leave' section provides instructions on providing a medical certificate and calculating the end date.

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08

Type Of Absence:

Start Date:

Expected Delivery Date:


End Date:

Absence Days:

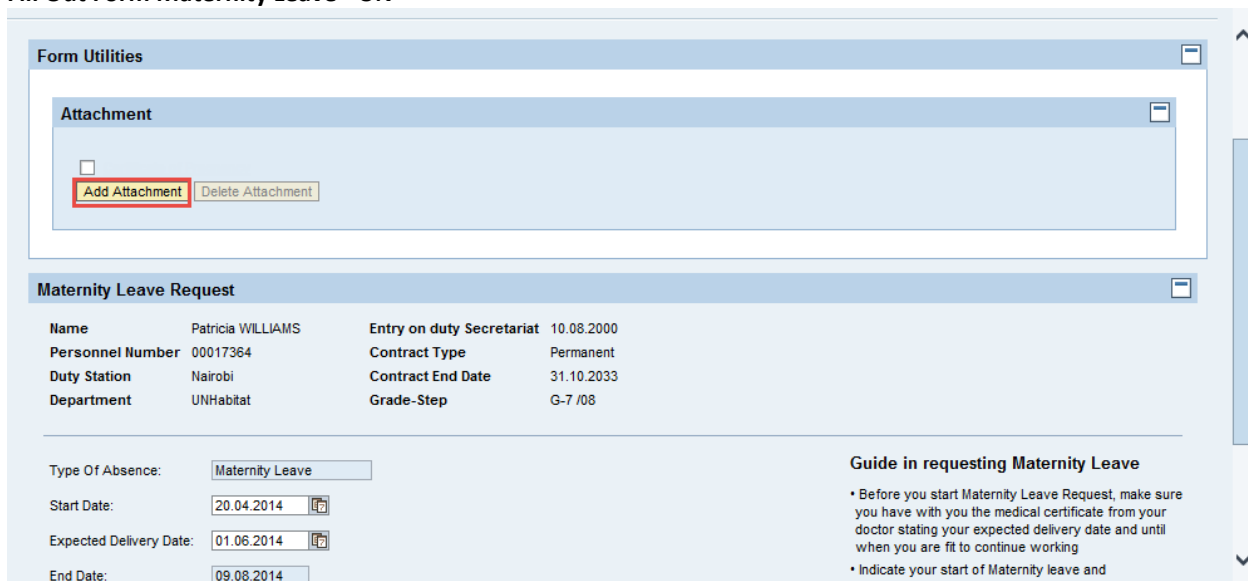
Note To Approver:

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 these 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



The screenshot shows the 'Form Utilities' window expanded to show the 'Attachment' section. The 'Add Attachment' button is highlighted with a red box. Below it, the 'Maternity Leave Request' form is visible, showing the same employee details and form fields as in the previous screenshot.

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08

Type Of Absence:

Start Date:

Expected Delivery Date:

End Date:

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

9. Click **Add Attachment** to upload the medical certificate indicating the expected delivery date.

Fill Out Form Maternity Leave - UN

Form Utilities

Attachment

Certificate of Pregnancy

* Attachment Type: Browse... Upload Cancel

Add Attachment Delete Attachment

Maternity Leave Request

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08

Type Of Absence:

Start Date:

Expected Delivery Date:

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

10. Click to select the type of attachment.

Fill Out Form Maternity Leave - UN

Form Utilities

Attachment

Certificate of Pregnancy

* Attachment Type: Browse... Upload Cancel

Add Attachment **Certificate of Pregnancy**

Maternity Leave Request

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08

Type Of Absence:

Start Date:

Expected Delivery Date:

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

11. Click "Certificate of Pregnancy" to select the appropriate type.

Fill Out Form Maternity Leave - UN

Previous Next Save Draft

Form Utilities

Attachment

Certificate of Pregnancy

* Attachment Type:

Maternity Leave Request

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08

Type Of Absence:

Start Date:

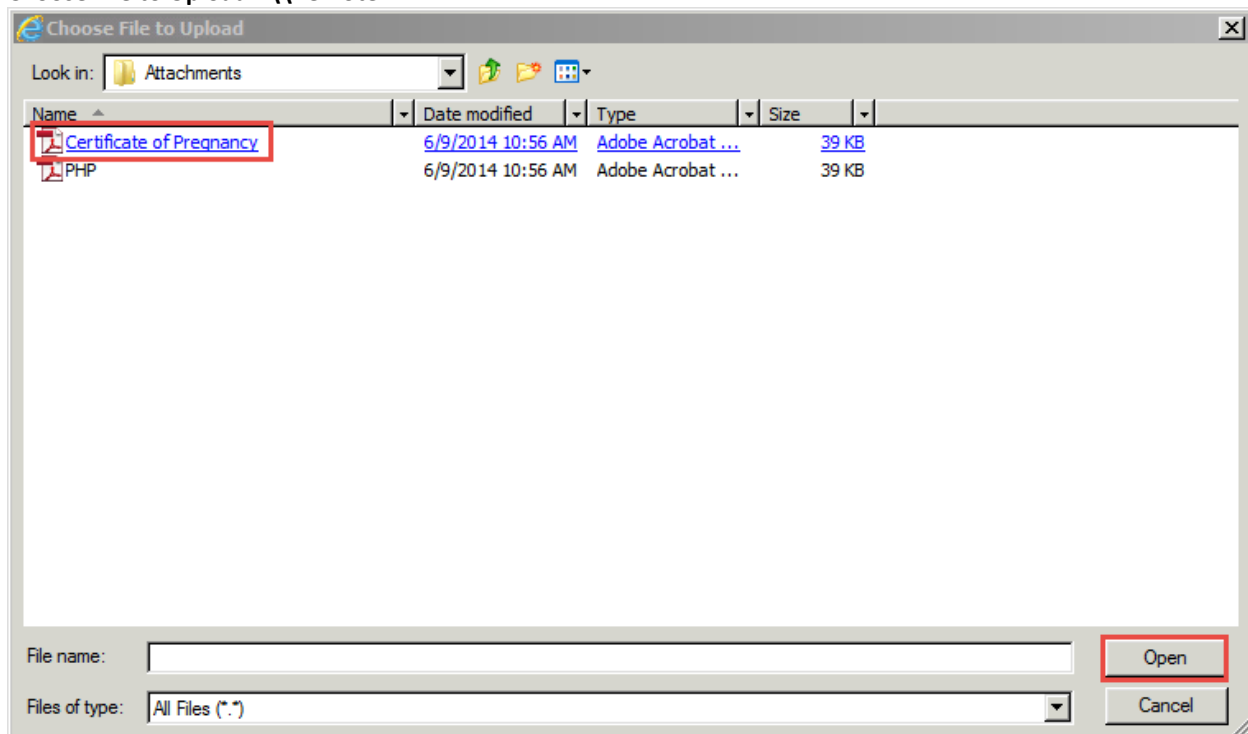
Expected Delivery Date:

Guide in requesting Maternity Leave

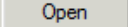
- Before you start Maternity Leave Request, make sure you have with you the medical certificate from your doctor stating your expected delivery date and until when you are fit to continue working

12. Click to select the appropriate file path.

Choose File to Upload - \\Remote



13. Click Choose the File to Upload [Certificate of Pregnancy](#)

14. Click  to upload the file

Fill Out Form Maternity Leave - UN

Form Utilities

Attachment

Certificate of Pregnancy

* Attachment Type: Certificate of Pregnancy F:\Certificate of pregnancy Browse... **Upload** Cancel

Add Attachment Delete Attachment

Maternity Leave Request

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08

Type Of Absence: Maternity Leave

Start Date: 20.04.2014

Expected Delivery Date: 01.06.2014

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

15. Click  to upload the document.

Fill Out Form Maternity Leave - UN

Form Utilities

Attachment

Certificate of Pregnancy

* Attachment Type: Certificate of Pregnancy F:\Certificate of pregnancy Browse... **Upload** Cancel

Add Attachment Delete Attachment

Maternity Leave Request

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08


Type Of Absence: Maternity Leave

Start Date: 20.04.2014

Expected Delivery Date: 01.06.2014

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

16. Click  to upload the document.

Fill Out Form Maternity Leave - UN

Form Utilities

Attachment

Certificate of Pregnancy

Add Attachment Delete Attachment

Maternity Leave Request

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08

Type Of Absence: Maternity Leave


Start Date: 20.04.2014

Expected Delivery Date: 01.06.2014

End Date: 09.08.2014

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

17. Click  to scroll up.

Fill Out Form Maternity Leave - UN

Fill Out Form Maternity Leave - UN

1 Fill Out Form 2 Review and Send 3 Confirmation

Previous **Next** Save Draft

Form Utilities

Attachment

Certificate of Pregnancy

Add Attachment Delete Attachment

Maternity Leave Request

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
Personnel Number	00017364	Contract Type	Permanent
Duty Station	Nairobi	Contract End Date	31.10.2033
Department	UNHabitat	Grade-Step	G-7 /08

18. Click  to review the absence request.

Review Form Maternity Leave - UN

Review Form Maternity Leave - UN

[Display Message Log](#)

1 2 3
Fill Out Form Review and Send Confirmation

◀ Previous **Send ▶**

Form Utilities

Attachment

[Certificate of Pregnancy](#)

Add Attachment Delete Attachment

Maternity Leave Request

Name	Patricia WILLIAMS	Entry on duty Secretariat	10.08.2000
------	-------------------	---------------------------	------------

19. Click **Send ▶** to save and submit the request for approval.

Result

You have created a maternity leave request.