Purpose

Use this procedure to request Paternity Leave.

Prerequisites

Provision of the original birth certificate of the child to your HR Partner in order to create the Paternity Leave quota in Umoja.

The policy governing Paternity Leave is provided in Staff Rule 6.3 as quoted below:

**Rule 6.3 - Maternity and paternity leave**

“(b) Subject to conditions established by the Secretary-General, a staff member shall be entitled to paternity leave in accordance with the following provisions:

“(i) The leave shall be granted for a total period of up to four weeks. In the case of internationally recruited staff members serving at a non-family duty station, or in exceptional circumstances as determined by the Secretary-General, leave shall be granted for a total period of up to eight weeks;

“(ii) The leave may be taken either continuously or in separate periods during the year following the birth of the child, provided that it is completed during that year and within the duration of the contract;

“(iii) The staff member shall receive paternity leave with full pay for the entire duration of his absence.”

Menu Path

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

- ESS Employee Self-Service Time Management Create Leave Request

Transaction Code

- ESS/Umoja Employee Self-Service Portal

Role(s)

- Staff Member
**Procedure**

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

**Employee Services**

**Time Management**

1. Click **Time Management**
3. Under the **Absence and Attendance Request** area, click **Create Leave Request**

**Leave Request: New**

- Under the **Absence and Attendance Request** area, click **Create Leave Request**

**Create Leave Request: Paternity Leave**

- Click the **Start Date** field and enter the first working day of your Paternity Leave.

For this example, we have entered the following date:

Start Date: 23.07.2014
7. Click the **End Date** field and enter the last working day of your Paternity Leave.

For this example, we have entered the following date:

End Date  Example: 27.07.2014

8. Click the button **Check** to validate your request.
Create Leave Request: Paternity Leave

In the **New Note** field, you can type a note to your manager to supplement your leave request.

9. Click the button to submit your request.
10. Verify your request. Then, click **OK** to confirm your request and return to the Leave Request Home Page.

11. Click the tab **↑** to navigate to the top of the page.
Create Leave Request: Paternity Leave

12. Click the tab **Leave Requests** to review all your leave requests

Create Leave Request: Paternity Leave

13. Click the link **Paternity Leave** to review your request
Create Leave Request: Paternity Leave

Type of Leave
Type of Leave: Paternity Leave

General Data
Start Date: 23.06.2014
End Date: 27.06.2014
Begin Time: 00:00:00
End Time: 00:00:00
Absence hours: 40.00
Next Processor: Liam HULL
Last Note: 22.06.2014 21:03:58 Pierre GAGNON
During my absence please contact Ms. Kamara for any emergency.

Additional Data
Half-day: 
AM/PM: 

14. Review your leave request then click the button Close to return to the Leave Request Home Page

Result
You have created a maternity leave request.