

# 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**



2. Click Time Management

#### Time Management

Time Management		
Back		2ș 🕐 🔺
Back <ul> <li>Service Map</li> <li>Special Leave Request</li> <li>Create Special Leave Request</li> <li>Special Leave Request</li> <li>Special Leave Request</li> <li>Special Leave Request</li> <li>Using this service you can request Special leave with full pay for reasons such as studies/ Reserach and adoption, Family Leave, government service, miltary service and employment outside UN. Please also attach the supporting documents.</li> <li>Modify/Extend Special Leave Request</li> <li>Using this service you can modify/extend a Special Leave requested</li> <li>Maternity Leave Request</li> <li>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 reugest is outside the maximum/Minimum (6 weeks/2 veeks) pre-delivery period, please bring this to attention of the Human Resources.</li> </ul> <li>Timesheet</li> <li>Certify Monthly Time Summary</li>	Important Information for Staff Members         Human Resource Handbook         Administrative Instruction for time recording ST/AV1999/13         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         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 diaplay your absence balance information here.s	
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		•



3. Under the **Absence and Attendance Request** area, click

Create Lea	ave Request
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- 4. Click the **Type of Leave** drop down icon
- 5. Select Paternity Leave from the Type of Leave drop down list.

# **Create Leave Request: Paternity Leave**

Employee Self-Service SM User Map H	R Partner Time Administrator	Global Index Requestor	Travel Administrator			
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Employee Self-Service SM > Overview						Full Screen Options
Pierre GAGNON - Leave	<b>Request: Paterni</b>	ty Leave, 09.0	6.2014			
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▼ Leave Details Check						
** Please, remember to use check button to	calculate the days/hours**		Ad	Iditional Data		
Type of Leave:	Paternity Leave		<b>v</b>		Half day:	
Description:	Paternity Leave				AM/PM:	
General Data						
Start Date:	23.07.2014		1			
* End Date:	09.06.2014					
Att/abs. days:			1.00			
Approver Name:	Liam HULL					
New Note:						

6. 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 Example: 23.07.2014



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	General Data										
		Start Da	ate: 26.07.2014			E 12					
		* End Da	ate:			1					
		Att./abs. da	ys:			1.00					
		Approver Nar	me: Liam HULL								
		New No	ote:								

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

# **Create Leave Request: Paternity Leave**

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Pierre GAGNON - Leave I	Request: Paternity Leave, 23.06.201	4			
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* Type of Leave:	Paternity Leave	Additional Data	alf day:		- 11
Description: F	Paternity Leave		AM/PM:		
General Data					
* Start Date:	23.06.2014				
* End Date:	27.06.2014				
AttJabs. days: Approver Name:	Liam HULL				
New Note:					

8. Click the button Check to validate your request.



Employee Self-Service SM User Map	R Partner Time Administrator Global In	fex Requestor Travel Administrator		
Overview My Worklist				
Employee Self-Service SM > Overview				Full Screen Options 💌
Pierre GAGNON - Leave	Request: Paternity Lea	ve, 23.06.2014-27.06.201	4	
Send Send				<u>_</u>
The absence is for more than one day: Clock times     Check of leave request was successful	will be removed			
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▼ Leave Details Check				
** Please, remember to use check button to	calculate the days/hours**	Additional Data		
<ul> <li>Type of Leave:</li> </ul>	Paternity Leave	<b>v</b>	Half day:	
Description:	Paternity Leave		AM/PM:	
General Data				
<ul> <li>Start Date:</li> </ul>	23.06.2014	<b>1</b>		
* End Date:	27.06.2014			
Att./abs. days:		5.00		
Approver Name:	Liam HULL			
New Note:		<b>f</b>		



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

# **Create Leave Request: Paternity Leave**

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General Data	1999 - <b>4</b> 99 - 99					
* Start Date:	25.08.2014	175				
* End Date	27.06.2014	10				
A5./abs. days.		5.00				
Approver Name:	Lawroll					
New Note:	During my absence please contact Ms. Kamara. for any emery	pency.				
		10.00				

9. Click the button Send to submit your request.



Leave Request	: New	
1 The absence	is for more than one day: Clock times will be removed	
Type of Absen	ce	
Type of Absence	: Paternity Leave	
General Data		
Start Date:	23.06.2014	
End Date:	27.06.2014	
Abs/Att days:	5.00	
Approver Name:	Liam HULL	
Note:	During my absence please contact Ms. Kamara for any emergency.	
Used:	Paternity Leave: 5.00 Days	
Additional Data		
Half-day:		
AM/PM:		
	OK Can	cel:

10. Verify your request. Then, click OK to confirm your request and return to the Leave Request Home Page

# **Create Leave Request: Paternity Leave**

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Pierre GAGNON - Leave	Request: Paternity I	Leave, 23.06.2014-27.06.	2014	
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Leave Details Check				
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11. Click the tab to navigate to the top of the page.



Employee Self-Service SM User Map HR Partner Time Administrator Global Index Requestor Travel Administrator	
Overview My Worklist	
Employee Self-Service SM > Overview	Full Screen Options 🕶
Pierre GAGNON - Leave Request: New	<u>ې وې د</u>
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12. Click the tab

to review all your leave requests

# **Create Leave Request: Paternity Leave**

Employee Self-Service SM	User Map HR Partner	Time Administrator Global	Index Requestor Travel Admin	istrator			
Overview My Worklist							
Employee Self-Service SM > 0	verview					Full Scre	en Options
Pierre GAGNO	DN - Leave Requ	est: New					
🖂 Send							2, 🕜
Calendar Te	am Calendar Leave Reques	Absence Balance					
Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. days	Used	
Paternity Leave	23.06.2014	27.06.2014	Liam HULL	Sent	5.00	5 Days	

13. Click the link Paternity Leave to review your request

Leave Requests



Leave Request: P	Paternity Leave, 23.06.2014-27.06.2014	
Type of Leave		
Type of Leave: Pa	ternity Leave	
General Data		
Start Date: 23	3.06.2014	
End Date: 27	7.06.2014	
Begin Time: 00	0:00:00	
End Time: 00	0:00:00	
Absence hours: 40	0.00	
Next Processor: Li	iam HULL	
Last Note: D	2.06.2014 21:03:58 Pierre GAGNON uring my absence please contact Ms. Kamara for any emerger	icy.
Additional Data		
Half-day:		
AM/PM:		
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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.