

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

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.
Quick Links
[Traveler Work Center](#)
[Create Official Travel](#)
- Time Management**
In this area, you can use services to record your working time, request leave, and display your time account data.

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 **Absence and Attendance Request** area, click [Create Leave Request](#)

Leave Request: New

- Click the **Type of Leave** drop down icon
- Select **Paternity Leave** from the Type of Leave drop down list.

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 Example: 23.07.2014

Create Leave Request: Paternity Leave



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

Create Leave Request: Paternity Leave

9. Click the button  **Send** to submit your request.

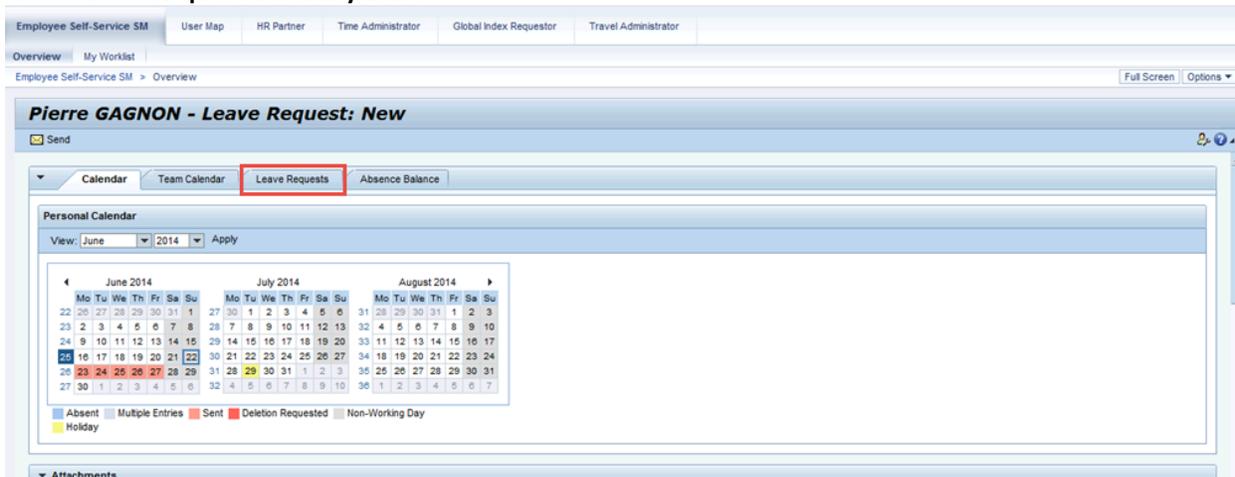
Create Leave Request: Paternity Leave

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

Create Leave Request: Paternity Leave

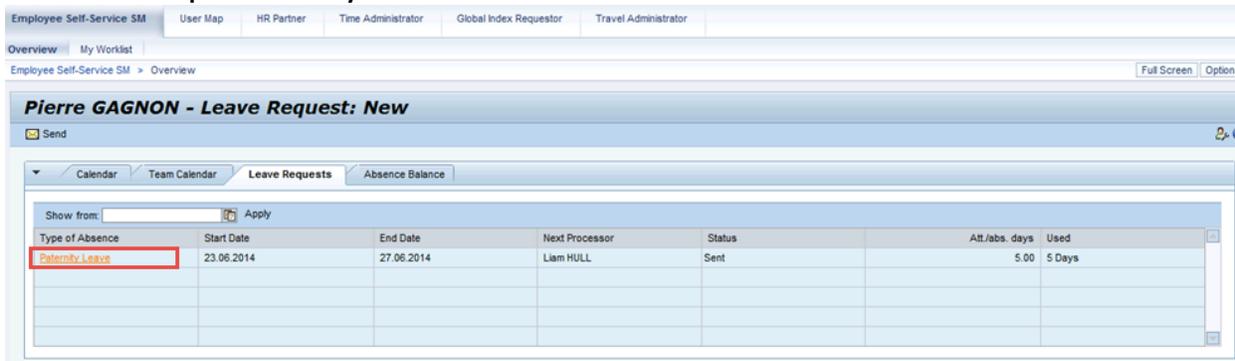
11. Click the tab to navigate to the top of the page.

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

Leave Request: Paternity Leave, 23.06.2014-27.06.2014

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:

Close

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.