

Leave Categories and Conditions

Leave category and days	Conditions
2.5 days annual leave a month:	Collect up to thirty (30) days of annual leave in total. Unused annual leave days are forfeited at the end of the assignment.
Up to 10 days advance annual leave:	Cannot exceed annual leave that will accrue during current contract.
4 days uncertified sick leave for 6-month assignment:	Submit a medical certificate for absence of more than three (3) days.
7 days uncertified sick leave on 6 to 12-month assignment	Being away from work more than three (3) days requires submission of a medical certificate.
2.5 days a month certified sick leave.	Up to max. 30 days in total (excess days deducted from uncertified sick leave or annual leave allowance): 20+ days sick leave: case referred to United Nations Office at Geneva (UNOG). 30+ days sick leave: separation due to prolonged illness delegated to Host Entity.
Up to 10 working days learning and training leave a year, prorated by contract duration:	Cannot be combined with annual leave, home visits, field trips, missions or rest and recuperation.
16 weeks maternity leave for each pregnancy during service	Start at least two (2) weeks or up to six (6) weeks before due date.
10 working days paternity leave for min. 3-month contracts	Take it all at once within three (3) months following birth. Birth should have occurred after Entry of duty date.
Emergency family leave is charged to uncertified sick leave	Deducted from remaining balance.
Learning Leave 10 days prorated for 12 months	Impossible to combine with other types of leave. Cannot be accrued, accumulated, or encashed.
Up to 3 months Special Leave Without Pay in a highly exceptional emergency or compelling circumstance	Impossible to combine with other types of leave. Must have completed twelve (12) months contract and have three (3) months left on after return. Health and life insurance maintained at personal cost to volunteer.