



Staff  
Association

# Family Leave





**IAEA**

*60 Years*

*Atoms for Peace and Development*

# **TYPES OF FAMILY LEAVE**

- ✓ **UNCERTIFIED SICK LEAVE/FAMILY LEAVE**
- ✓ **MATERNITY LEAVE**
- ✓ **PATERNITY LEAVE**
- ✓ **SPECIAL LEAVE FOR ADOPTION**
- ✓ **SPECIAL LEAVE FOR CERTAIN PERSONAL REASONS**
- ✓ **SPECIAL LEAVE WITHOUT PAY**

# UNCERTIFIED SICK LEAVE/FAMILY LEAVE

- A staff member has an entitlement of seven days of uncertified sick leave in a calendar year. He/she may use all or part of his/her entitlement for family-related emergencies.
- This would include sudden illness or death of a close family member (spouse, child, parent, brother, sister).
- This would also cover child care for the staff member's child in a situation where the normal caregiver is unexpectedly not available or the child falls sick.

# UNCERTIFIED SICK LEAVE/FAMILY LEAVE

- Where possible, family leave should be requested and authorized in advance of the proposed leave.
- The leave request should clearly indicate the family relationship and the reason for the absence.
- Where no advance notice is possible, a staff member shall inform his/her supervisor of the absence, its cause and probable duration during the first day of absence from work and complete the leave request with the necessary information as indicated above upon return.

# MATERNITY LEAVE

- A staff member shall be entitled to absent herself from her duties during the eight weeks following confinement.
- The leave shall commence eight weeks prior to the anticipated date of confinement upon production of a certificate from a registered medical practitioner.
- At a staff member's request and upon submission of a medical certificate from a registered medical practitioner indicating that she is fit to continue working, the period of absence may be reduced to a minimum of two weeks prior to the anticipated date of confinement.
- The portion of the eight-week period not taken by the staff member prior to confinement will be added to the eight weeks.
- A staff member shall be entitled to time off for two 30-minute periods or a one-hour period daily in order to nurse her child.

# PATERNITY LEAVE

- Paternity leave (20 days) on full pay shall be granted to a staff member to provide care for his newly born child.
- A staff member shall only be entitled to paternity leave upon the birth of his child if that child is born **after the staff member has completed six months' continuous service in the Agency.**
- Paternity leave may be taken at any time within a one year period following the child's birth subject to the exigencies of service:
  - (a) as one continuous period; or
  - (b) in several periods of equal or different duration; or
  - (c) as half-time paternity leave combined with half-time work.

A request shall be submitted to DIR-MTHR and shall be accompanied:

- (a) if submitted before delivery, by a certificate from a licensed medical practitioner or midwife attesting to the expected delivery date. A copy of the child's birth certificate shall be submitted after delivery; or
  - (b) if submitted after delivery, by a copy of the child's birth certificate.
- A staff member shall be entitled to a further period of paternity leave in respect of any subsequently born child provided that one year has elapsed since the starting date of the paternity leave under the previous paternity leave entitlement.

# SPECIAL LEAVE FOR ADOPTION

Within one year from the adoption date, a staff member who has completed six months' continuous service in the Agency shall be eligible for adoption leave (not exceeding 8 weeks).

The Child must be residing with the staff member and is less than 18 years old.

When both adopting parents are staff members and both request special leave for adoption, the combined periods should not exceed 12 weeks.

The request shall be accompanied:

- (a) if submitted before adoption, by a certificate from the respective authority confirming the expected date of the official adoption. A copy of the child's birth certificate and the certified adoption papers shall be submitted after adoption; or
- (b) if submitted after adoption, by a copy of the child's birth certificate and the certified adoption papers; and
- (c) if adoption is not legally possible under the law of the country of nationality of the staff member, by a certificate from the appropriate national authorities to that effect. Additionally, the staff member shall be required to provide a legal document demonstrating that he/she has legal responsibility for the child and to certify by affidavit or other appropriate formal statement that the child is residing with him/her, and that he/she has assumed the duties and obligations of a parent vis-à-vis the child.

# SPECIAL LEAVE FOR CERTAIN PERSONAL REASONS

- In the case of death of the staff member's spouse, child, parent, brother or sister, the staff member may be granted two days special leave with pay.
- In the case of the staff member's marriage, or for the father in connection with the birth of a child, the staff member may be granted one day special leave with pay.
- If, in the presence of the staff member necessitates travel outside the country of the duty station, the appropriate number of travel days as set out in paragraph 90 of AM.II/9 may be granted for all staff as special leave with pay, also when travel occurs at the weekend. Such travel is not considered as official travel within the meaning of Staff Rule 9.01.1



# SPECIAL LEAVE WITHOUT PAY

- For a staff member who is the mother or father of a newly-born child, up to 96 weeks, provided that the total period of absence for parental leave does not exceed two years from the date of confinement for the mother, or 96 weeks for the father to be taken before the child's second birthday. When both parents are staff members and both request special leave without pay, the combined periods of special leave may not exceed 96 weeks to be taken before the child's second birthday;
- In case of adoption of a child up to 96 weeks to be taken before the child's second birthday for the adopting female or male staff member, immediately following adoption leave. When both adopting parents are staff members and both request special leave without pay, the combined periods of special leave may not exceed 96 weeks to be taken before the child's second birthday;
- Except in the case of leave following birth, or the adoption of a child as specified in paragraph (C)(4) and (5) above, special leave without pay shall not normally be granted in excess of one year.

# SUMMARY

TYPES OF FAMILY LEAVE	DURATION	CONDITIONS
UNCERTIFIED SICK LEAVE/FAMILY LEAVE	up to 7 days	Family related emergencies: Sudden illness or death of a close family member (Spouse, child, parent, brother, sister).  Also for child care
MATERNITY LEAVE	16 weeks	8 weeks prior to confinement and 8 weeks following confinement.  Upon submission of medical certificate the period of absence may be reduced to a minimum of 2 weeks prior to the date of confinement.  The portion of the 8 weeks period not taken prior to confinement will be added to the 8 weeks following confinement.
PATERNITY LEAVE	20 days	Can be taken: (a) as one continuous period; or (b) in several periods of equal or different duration; or (c) as half-time paternity leave combined with half-time work.
SPECIAL LEAVE FOR ADOPTION	8 weeks	The child must be residing with the staff member and is less than 18 years old.
SPECIAL LEAVE FOR CERTAIN PERSONAL REASONS	1 to 2 days	2 days in case of death of the spouse, child, parent, brother or sister.  1 day in case of the staff member's marriage or for the father in connection with the birth of a child.
SPECIAL LEAVE WITHOUT PAY	up to 96 weeks	To be taken before the child's second birthday.  When both adopting parents are staff members and both request special leave without pay, the combined periods of special leave may not exceed 96 weeks.



Staff  
Association

*Thank you!*

