

## Leave Categories and Conditions

Leave category and days	Conditions
<b>2.5 days annual leave a month:</b>	Collect up to thirty (30) days of annual leave in total. Unused annual leave days are forfeited at the end of the assignment, and in case of reassignment or a new assignment.
<b>Up to 10 working days advance annual leave:</b>	Cannot exceed annual leave that will accrue during current contract.
<b>7 days uncertified sick leave for 12-months and cut-off on 30 April.</b>	Being away from work more than three (3) days requires submission of a medical certificate.
<b>30 days for 12-months and cut-off on 30 April.</b>	Up to max. 30 days (excess days deducted from uncertified sick leave or annual leave allowance): Up to 20+ days sick leave: may be approved by host entity supervisor. 20+ days sick leave: volunteer to submit medical reports to UNOG for validation. Exceeding balance during contract: separation due to prolonged illness delegated to host entity
<b>Up to 10 working days learning leave a year, prorated by contract duration:</b>	May be combined with annual leave, home visits, field trips, missions or rest and recuperation with prior approval of the Host Entity. Cannot be accrued, accumulated, or encashed
<b>16 weeks maternity leave for each pregnancy during service</b>	Start at least two (2) weeks or up to six (6) weeks before due date.
<b>10 working days parental leave</b>	Take it all at once within three (3) months following birth or adoption of a minor. Birth should have occurred after Entry of duty date.
<b>Emergency Family leave is charged to uncertified sick leave</b>	Excess is deducted from remaining annual leave or deducted from allowance.