

**IMMEDIATE
ATTENTION**

EBAP/02/105

September 4, 2002

To: Members of the Executive Board

From: The Secretary

Subject: **Modifications to Leave Policies**

Attached for consideration by the Executive Directors is a report by the Acting Chairman of the Committee on Administrative Policies on proposed modifications to leave policies.

It is not proposed to bring this matter to the agenda of the Executive Board for discussion unless an Executive Director so requests by **noon on Wednesday, September 11, 2002**. In the absence of such a request, the proposed decision in the Acting Chairman's report will be deemed approved by the Executive Board and it will be so recorded in the minutes of the next meeting thereafter.

Questions may be referred to Mrs. Shannon (ext. 37258) and Ms. Parkes (ext. 35428) in HRD.

Att: (1)

Other Distribution:
Department Heads



Office Memorandum

To: Members of the Executive Board

September 5, 2002

From: The Acting Chairman
Committee on Administrative Policies

Subject: **Modifications to Leave Policies**

The Committee has agreed to recommend that the Executive Board consider the following decision (initially circulated in EB/CAP/02/1, 8/21/02):

- Male staff members shall be entitled to 5 work days of paternity leave upon the birth of a child, and an additional 35 work days if the father is the primary care giver.
- Maternity leave, adoption leave, and paternity leave shall be calculated on the basis of work days, and the use of such leave shall be available on a full-time, part-time, uninterrupted, or intermittent basis.
- The minimum service requirement for eligibility for maternity and adoption leave is eliminated.
- The full entitlement of maternity, adoption, and paternity leave must be taken within six months of the date of the birth of the child or the placement of the child in the custody of the staff member.
- Staff members shall be entitled to a maximum of 24 months of leave without pay for personal reasons during a Fund career.
- The time limit for emergency travel shall be within one year of the death of the spouse, child, or parent.
- A special family emergency leave up to a maximum of 60 work days per Fund career shall be created. This leave can only be approved after accrued annual leave and family care leave entitlement are exhausted.
- Paid or unpaid administrative leave shall be extended to include special and unusual circumstances such as in situations involving evacuated resident representatives, or situations in which the continuing presence of a staff member at work may not be in the interest of the Fund. Administrative leave for special and unusual circumstances shall not exceed six months per situation.
- The changes set forth herein shall be effective as of the date of the decision.