

Purpose

This procedure is used by the *Staff Member* to submit a request for maternity leave.

Reference

Factsheets contain additional information on the different eligibility and documentation requirements for this subject.

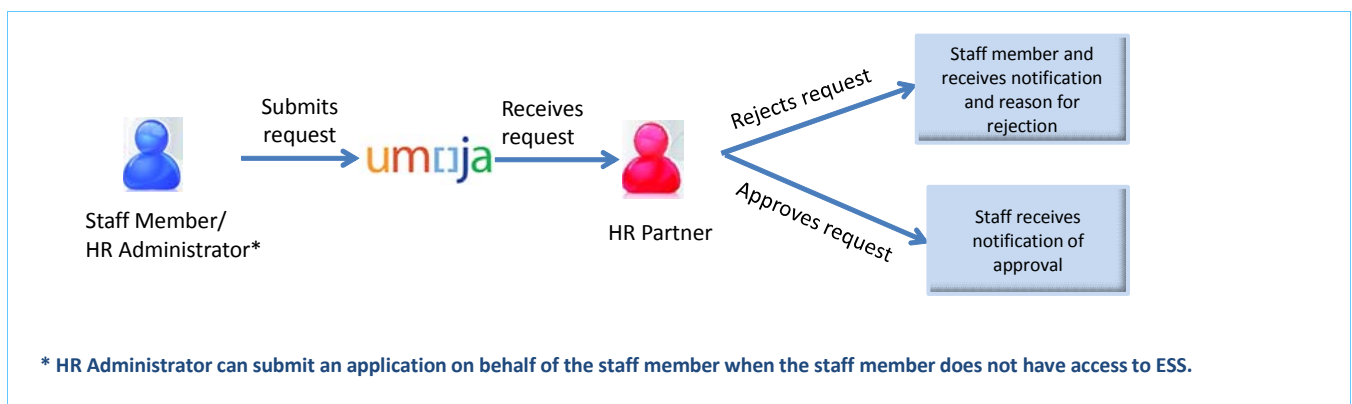
This quick guide, the simulation and the factsheets are provided for information and navigational purposes only. The United Nations Staff Rules and Regulations, and Administrative Instructions are the authoritative documents on this subject and staff members should refer to those documents for the complete eligibility and documentation requirements as it pertains to their situation

Intended Audience

- *Staff Member*

Global Process

This process begins after the *staff member* has logged into the **Umoja Employee Self-Service** application.



1. The *Staff Member* submits request for maternity leave through Umoja Employee Self-Service.
2. *HR Partner* verifies and reviews the request through the Umoja Approver Work Centre.

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- a. If the *HR Partner* approves the request, the request is recorded in ECC and a notification is sent to the *staff member*.
 - b. If the *HR Partner* rejects the request, the *staff member* is notified. The *staff member* will need to create and submit a new request.

Pre-requisites

A certificate from a licensed medical doctor or midwife indicating the expected date of delivery and that the *staff member* is fit to continue to work until a specified date within the six week period before the anticipated delivery date.

Objectives

As part of the demonstration, we will show you:

1. How to submit a request for maternity leave.

Scenario

A *staff member* submits a request for maternity leave. The expected delivery date is 20 April 2015.

Menu Path

Use the following menu path(s) to begin this process:

Employee Self-Service SM > Overview > Time Management > Maternity Leave

Procedure

1. Start the transaction using the menu path:

Employee Self-Service SM > Time Management > Maternity Leave

Welcome to Umoja



2. Click on the **Employee Self-Service SM** tab.

Employee Services



Entitlements

In this area, you can access to your entitlements





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.





Time Management.

In this area, you can use services to record your working time, request leave, and display your time account data.




- Click on the [Time Management](#) link.

Time Management.

Time Management.

Back


▼ Service Map



Special Leave Request

Create [Special Leave Request](#)
[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.



- Click on the [Maternity Leave Request](#) link.

Fill Out Form Maternity Leave - UN

Maternity Leave Request			
Name	ELDA ROBBYN	Entry on duty Secretariat	15.08.2012
Personnel Number	99550015	Contract Type	Fixed Term
Duty Station	Geneva	Contract End Date	14.08.2016
Department	HR OCHA No Post	Grade-Step	P-4 /04

Type Of Absence:

Start Date:

Expected Delivery Date:

- Select or enter the date you will be going on Maternity leave. In this demonstration, the staff member plans to continue to work until 1 April 2015.

The start date cannot be less than two (2) weeks prior to the expected date of birth.



If you plan to take leave between 6 and 2 weeks prior to your delivery date, a doctor's note certifying your ability to continue work until this time is required.

Fill Out Form Maternity Leave - UN

Maternity Leave Request			
Name	ELDA ROBBYN	Entry on duty Secretariat	15.08.2012
Personnel Number	99550015	Contract Type	Fixed Term
Duty Station	Geneva	Contract End Date	14.08.2016
Department	HR OCHA No Post	Grade-Step	P-4 /04

Type Of Absence:

Start Date:

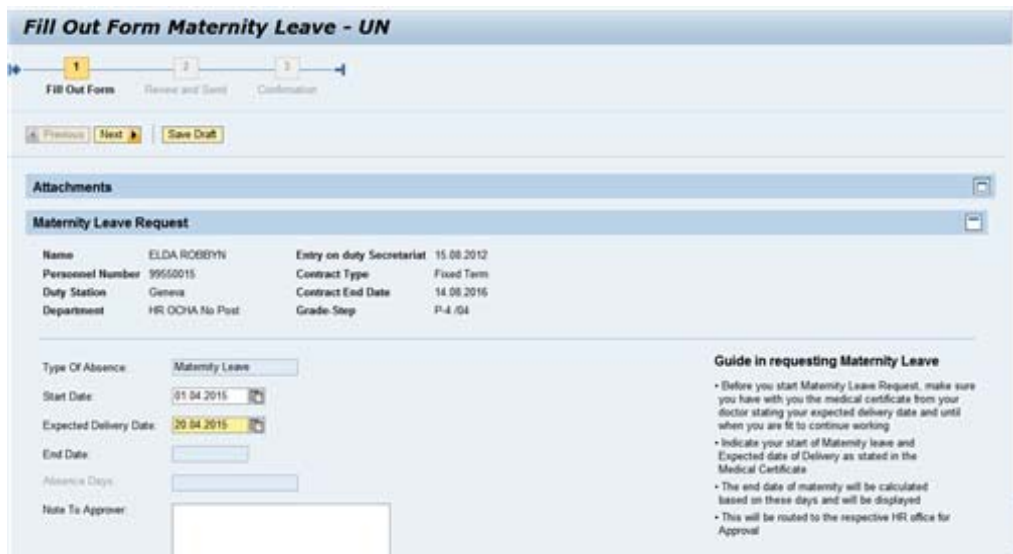
Expected Delivery Date:

End Date:

Absence Days:

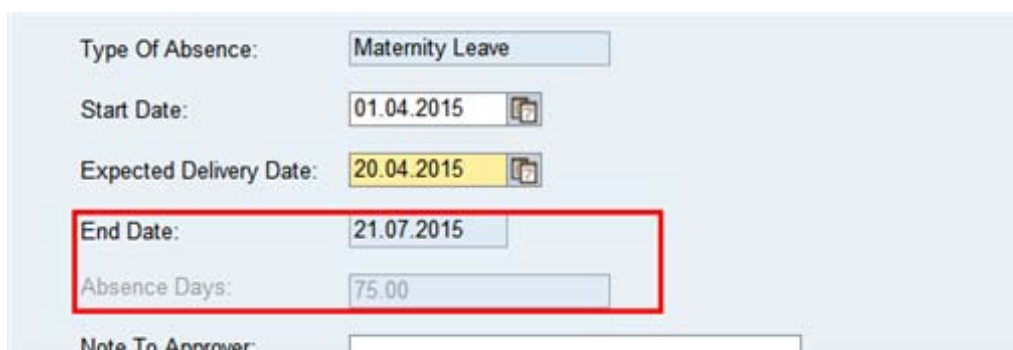
- Select or enter the expected delivery date. In this demonstration, enter 20 April 2015.

Fill Out Form Maternity Leave - UN



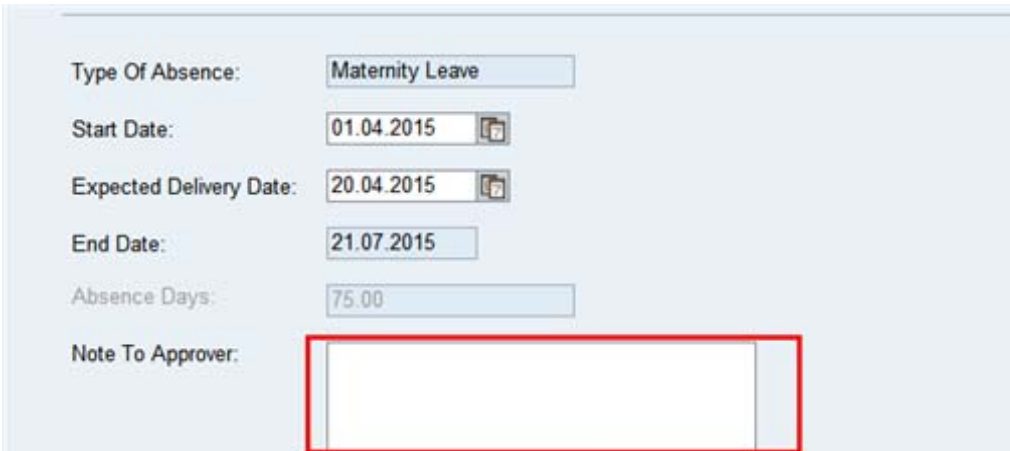
- Press the Enter key to calculate the End Date and number of absence days.

Fill Out Form Maternity Leave - UN



- The End date and number of absence days is automatically calculated.

Fill Out Form Maternity Leave - UN



Type Of Absence:

Start Date:

Expected Delivery Date:

End Date:

Absence Days:

Note To Approver:

9. Enter additional information for the HR Partner in the Note To Approver text box. In this demonstration "We are expecting twins" was entered.

Fill Out Form Maternity Leave - UN



Attachments			
Maternity Leave Request			
Name	ELDA ROBBYN	Entry on duty Secretariat	15.08.2012
Personnel Number	9950015	Contract Type	Fixed Term
Duty Station	Geneva	Contract End Date	14.08.2016
Department	HR OCHA No Post	Grade-Step	P-4 /04

10. Click on the Expand tray  button in the Attachments section.

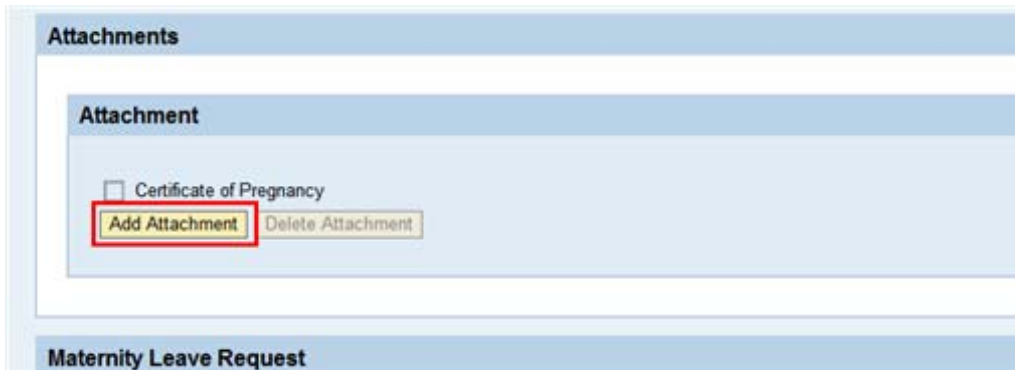
Fill Out Form Maternity Leave - UN

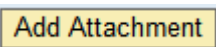


Attachments			
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Maternity Leave Request			
Name	ELDA ROBBYN	Entry on duty Secretariat	15.08.2012
Personnel Number	9950015	Contract Type	Fixed Term
Duty Station	Geneva	Contract End Date	14.08.2016
Department	HR OCHA No Post	Grade-Step	P-4 /04

11. Click on the Expand tray  button in the Attachment section.

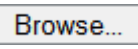
Fill Out Form Maternity Leave - UN



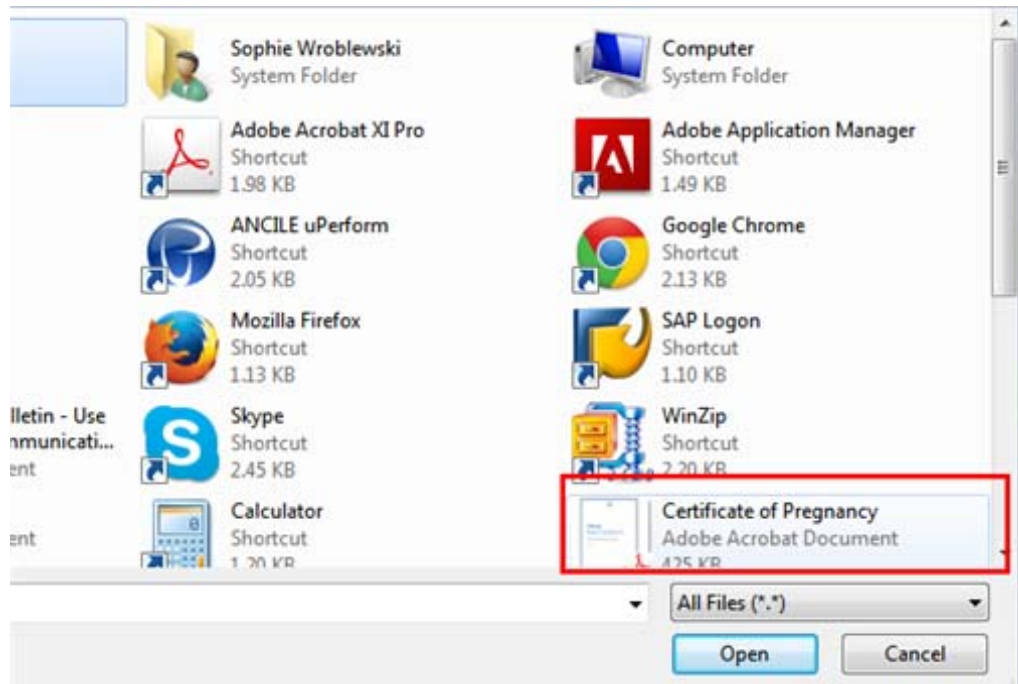
12. Click on the  button.

Fill Out Form Maternity Leave - UN



13. Click on the  button.

Choose File to Upload



14. Select the document to attach. You should upload PDF documents only.

Fill Out Form Maternity Leave - UN



17. Select the document you just uploaded.

Fill Out Form Maternity Leave - UN



18. Click on the **Next** button to review your entries.

Review Form Maternity Leave - UN



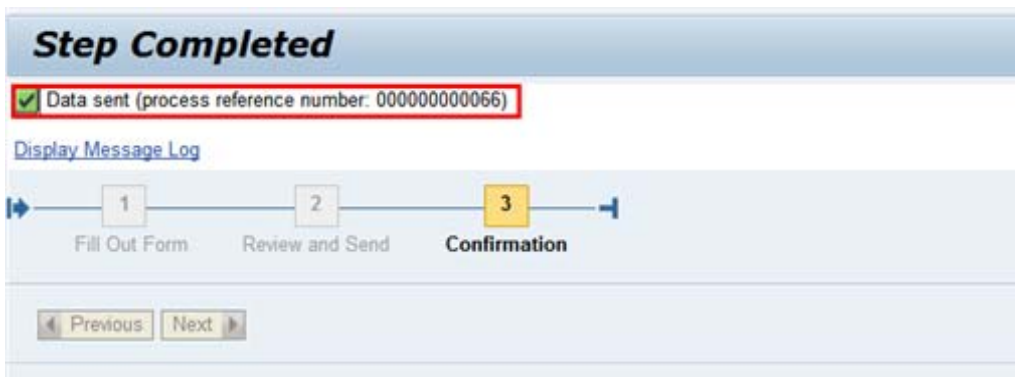
19. Review the information entered, if you need to make any corrections click on the Previous button.

Review Form Maternity Leave - UN



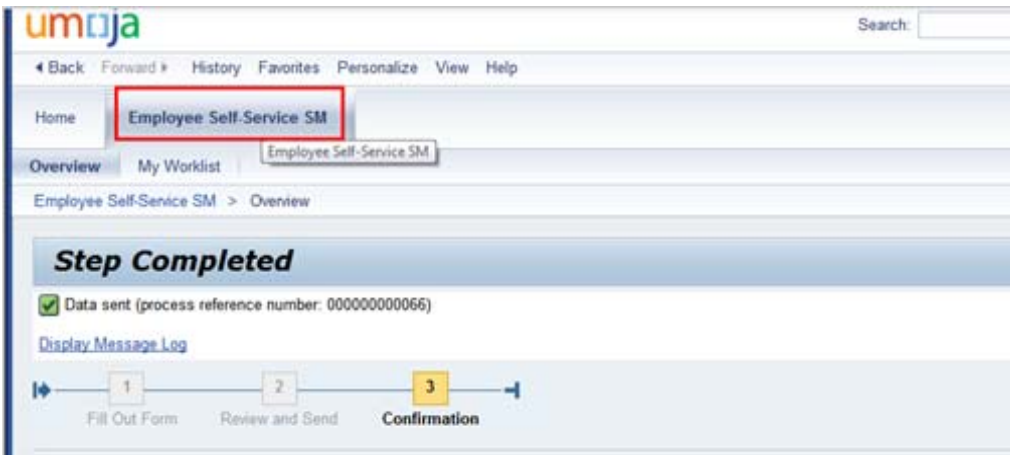
20. Click on the **Send** button.

Step Completed



21. A message appears indicating whether the request was sent successfully.

Step Completed



22.

Click on the **Employee Self-Service SM** tab to return to the Employee Self-Service menu.

