World Bank Group Directive

Staff Rule 6.06 - Leave

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Content
This Directive, Staff Rule 6.06, "Leave" (hereinafter Rule) sets forth the provisions governing the staff members' taking of leave.

Applicable to
IBRD, IDA, IFC, MIGA, ICSID

Issuer
World Bank Group Human Resources Vice President, HRDVP; MIGA Executive Vice President and CEO, MIGEX; IFC Executive Vice President and CEO, CEXVP

Sponsor
Director, Strategy and Operations, HRDAO; Director, IBRD/MIGA Client Services, HRDCS; Director IFC Human Resource Department, CHRDR
SECTION I – PURPOSE AND APPLICATION

1.01 This Directive, Staff Rule 6.06, "Leave" (hereinafter Rule) sets forth the provisions governing the staff members' taking of leave.

1.02 This Rule applies to the Staff of the institutions of the World Bank Group.

1.03 Except as otherwise specified, the provisions of this Rule apply to all staff members holding Regular, Open-Ended, Term, Local Staff Regular, or Executive Director's Advisor appointments. In addition, special provisions for staff on Extended Term Consultant or Extended Term Temporary appointments apply as stated in paragraphs 11.01-11.06, "Leave for Staff Holding Extended Term Consultant and Extended Term Temporary Appointments," of this Rule.

SECTION II – DEFINITIONS

2.01 In addition to the definitions in Staff Rule 1.01, "General Provisions," for purposes of this Rule, the term "leave year" means the period beginning March 1 and ending on the last day of the following February.

SECTION III – SCOPE

03. Annual Leave

General

3.01 Annual leave is absence from duty with pay for vacation, rest and relaxation, and for other purposes on occasions when other types of leave are not applicable.

Accrual

3.02 Staff members accrue annual leave on a daily basis at the following annual rates:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Number of Hours of Leave a Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 5 years</td>
<td>208 hours</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>224 hours</td>
</tr>
<tr>
<td>10 or more years</td>
<td>240 hours</td>
</tr>
</tbody>
</table>

For the purpose of determining the rate of annual leave accrual, length of service means total service with the Bank Group immediately preceding any date of annual leave entitlement in any of the listed in paragraph 1.03 of this Rule. Leave without pay of 30 calendar days or less while serving in any of such appointments, and any assignment to external service without pay are also considered service for this purpose.
Taking Annual Leave

3.03 Annual leave may be taken, with prior approval, at the initiative of the staff member. A staff member's manager may also require annual leave to be taken for absences which have not been approved as some other form of leave.

Minimum Use of Annual Leave

3.04 Staff members are required to take a minimum of 120 hours of annual leave each leave year. The minimum usage requirement will be waived:

a. for the leave year prior to the first full leave year of a staff member's employment;

b. if a staff member leaves Bank Group service during the leave year;

c. if a staff member was on leave without pay or external service without pay for 31 calendar days or more; or

d. if a staff member was approved for disability during the leave year.

Advance Annual Leave

3.05 For exceptional and urgent reasons, a staff member's manager may authorize up to 10 days of advanced annual leave. Advances will be charged against entitlements accruing in the future. For term staff, advances are limited by the amount of leave that will accrue in the remaining contract period.

Carry-Over of Annual Leave

3.06 A maximum of 600 hours of unused annual leave may be carried over from one leave year to the next. Any unused portion of the minimum usage requirement specified in paragraph 3.04 of this Rule, will be deducted without compensation and without being transferred to sick leave before the carryover balance is determined. Any excess annual leave thereafter will be transferred to the sick leave balance of the staff member.

Change of Appointment

3.07 Upon changing types of appointment without a break in service among Regular, Open-Ended, Term, Local Staff Regular, or Executive Director's Advisor appointments, a staff member's annual leave balance carries forward to the new appointment.

Payment in Lieu of Annual Leave

3.08 Unless otherwise stated in the letter of appointment, upon separation from service, or upon changing to a new type of appointment to which the annual leave balance cannot be carried over, a staff member will be paid a lump sum for up to 480 hours of accrued annual leave.

Annual Leave in Lieu of Official Holiday

3.09 A staff member in operational travel status outside his/her duty station country when an official holiday recognized by the Bank Group at his/her duty station occurs will be credited
with an additional 8 hours of annual leave (8 hours general leave for staff holding ETT/ETC appointments) for each such official holiday.

04. Sick Leave

General

4.01 Sick leave may be taken when a staff member is incapacitated by sickness or injury, when undergoing examination or treatment for physical (medical, dental, optical) or mental illness, or when, because of exposure to contagious diseases, the presence of the staff member at work would jeopardize the health of others.

Accrual

4.02 Sick leave accrues on a daily basis at the rate of 120 hours per leave year.

Conversion of Annual Leave to Sick Leave

4.03 The accrual specified in paragraph 4.02 of this Rule, is increased by the amount of any annual leave converted into sick leave in accordance with paragraph 3.06 of this Rule.

Taking Sick Leave

4.04 Sick leave of 20 working days or less may be taken at the initiative of the staff member and must be taken if, for reasons relating to the health of either the staff member or of other staff members, the Director, Health Services Department so directs. Staff Rule 6.22, "Disability Insurance Program," addresses absences of more than 20 working days.

Advance of Sick Leave

4.05 A staff member’s manager may authorize up to 10 days of advanced sick leave. Advances will be charged against entitlements accruing in the future.

Carry-Over of Sick Leave

4.06 Unused sick leave may be carried over without limit to subsequent leave years until the time of separation from service, when it lapses without any payment being made.

Change of Appointment

4.07 Upon changing types of appointment without a break in service among Regular, Open-Ended, Local Staff Regular, Term or Executive Director’s Advisor appointments, a staff member’s sick leave balance carries forward to the new appointment.

Certification of Illness

4.08 See below:

   a. **Sick leave for 5 days or less.** Certification is generally not required for absences of 5 consecutive working days or less. However, if the staff member has been absent a total
of 8 working days in a 3 week period, a statement from the treating medical practitioner indicating only the period of incapacity may be requested by the staff member's manager.

b. **Sick leave for 6 to 20 days.** In order to have an absence of between 6 and 20 consecutive working days approved as sick leave, a staff member must submit to his/her supervisor a statement from a licensed medical practitioner which indicates the period of incapacity only. If such a statement also contains confidential medical information, it should be sent directly to the Occupational Health Physician, Health Services Department, who will inform the staff member's manager of the duration of absence.

c. **Sick leave for more than 20 days.** In order to have an absence of more than 20 consecutive working days approved as sick leave, a staff member must file a claim with the disability insurer in accordance with Staff Rule 6.22, "Disability Insurance Program" even if the staff member has sufficient sick leave accumulated to cover the absence.

4.09 Failure by the staff member, or a person designated by the staff member, to provide medical certification within a reasonable period of time will result in a denial of the use of sick leave. The staff member will be charged with annual leave for the period of absence. If the staff member does not have sufficient annual leave to cover the absence, the staff member will be placed on leave without pay in accordance with paragraphs 7.01-7.07, "Leave Without Pay," of this Rule or will be terminated in accordance with Staff Rule 7.01, "Ending Employment." Staff who fail to obtain medical certification may be required to undergo a fitness for duty assessment by a Health Services physician, or a designated physician, before they can return to duty.

05. **Short-Term Family Leave**

5.01 Short-term family leave is absence from duty during the occurrence of any of the following situations:

a. Illness or injury of the child or other relative of the staff member, the staff member's spouse, or the staff member's domestic partner;

b. Failure or inability, without advance notice, of a child care or other dependent care provider to provide expected services for the child or other relative of the staff member, the staff member's spouse, or the staff member's domestic partner; or

c. The unplanned closing of the school attended by the child of the staff member, of the staff member's spouse, or of the staff member's domestic partner.

During any leave year, the staff member may take a maximum of 10 days of short-term family leave which will be charged against the current year's sick leave accrual. Short-term family leave days may be taken individually or consecutively.
06. Parental Leave

Maternity Leave

6.01 See below:

a. **General.** Maternity leave is absence from duty with pay available to a female staff member in connection with the delivery of her child.

b. **Eligibility.** Subject to the limitations in paragraph 6.01 (c) of this Rule, staff members are eligible to use 70 working days of maternity leave for each pregnancy/delivery regardless of length of service with the Bank Group. However, if the staff member voluntarily resigns her position with the Bank Group prior to completing 2 full years of service, the staff member will reimburse the Bank Group for the maternity leave used on a prorated basis. For the purposes of calculating such reimbursement, staff members are considered to have accrued 2.9 days maternity leave for each full month of service, excluding periods of leave without pay or external service without pay in excess of 31 calendar days.

c. **Limitations.** Maternity leave is subject to the following limitations:
   
   i. A staff member holding an appointment of a specified duration is not entitled to maternity leave extending beyond the date on which her appointment ends.

   ii. The duration of maternity leave is not extended by alternative work schedule days falling within the period of maternity leave.

   iii. A staff member may apply for disability benefits in accordance with Staff Rule 6.22, "Disability Insurance Program" to cover periods of absence in connection with stillbirths or the death of a newborn.

d. **Taking Maternity Leave.** Prior to the delivery, maternity leave may be taken on a daily basis, as required, or as a continuous period. After the delivery, any remaining maternity leave must be taken as a continuous period for at least 30 working days, after which remaining maternity leave may be taken in half-day increments and/or combined with other flexible work arrangements at the discretion of the staff member's manager, taking into account the business needs of the work unit. Maternity leave must be completed within one year of the delivery. A staff member applying for maternity leave must submit to her manager an attending physician's certificate stating the expected date of delivery.

e. **Sick Leave in Connection with Maternity Leave.** Sick leave may be taken for maternity related illness, injury, examination or treatment prior to the delivery of the staff member's child. Sick leave may be granted after the delivery up to 20 working days in connection with multiple births in one delivery and/or medical complications resulting from the delivery. A staff member applying for sick leave during maternity leave must submit to her manager the birth certificates showing multiple births, or an attending physician's certificate stating the medical complications resulting from the delivery and the number of days required for recovery and rest.

f. **Effect of Ending Employment.** If the employment of a pregnant staff member ends before she has completed the period of maternity leave, she will receive an equivalent lump sum for any remaining period of entitlement to maternity leave. An equivalent lump
sum means 1/260th of the staff member's final annual salary for each day of entitlement to maternity leave.

Paternity Leave

6.02 See below:

a. **General.** Paternity leave is absence from duty with pay available to a male staff member in connection with the delivery of the staff member's child.

b. **Eligibility.** Up to 10 working days of paternity leave may be taken for each childbirth.

c. **Taking Paternity Leave.** Paternity leave may be taken in half-day increments and/or combined with other flexible work arrangements at the discretion of the staff member's manager, taking into account the business needs of the work unit, and must be completed within one year after the birth of the child.

Adoption Leave

6.03 See below:

a. **General.** Adoption leave is absence from duty with pay available when a staff member adopts a child 12 years of age or younger, or a staff member has a child through surrogacy. Surrogacy is an arrangement where a woman carries and delivers a child for another person.

b. **Eligibility.**

i. **Primary Care Giver.** A male or female staff member who is the primary care giver of an adopted or surrogate child is eligible to use 70 working days of adoption leave for each eligible adoption or surrogacy event regardless of length of service with the Bank Group. However, if the primary care giver voluntarily resigns his/her position with the Bank Group prior to completing 2 full years of service, the staff member will reimburse the Bank Group for the adoption leave used on a prorated basis. For the purposes of calculating such reimbursement staff members are considered to have accrued 2.9 days of adoption leave for each full month of service, excluding periods of leave without pay or external service without pay in excess of 31 calendar days.

ii. **Non-Primary Care Giver.** A male or female staff member who is not the primary care giver of an adopted or surrogate child is eligible to use 10 working days of adoption leave for each eligible adoption or surrogacy event regardless of length of service with the Bank Group.

c. **Limitations.** Adoption leave is subject to the following limitations:

i. A staff member holding an appointment of a specified duration is not entitled to adoption leave beyond the date on which his/her appointment ends.

ii. The duration of adoption leave is not extended by alternative work schedule days falling within the period of adoption leave.
iii. The adoption must be approved in accordance with Staff Rule 6.02, "Dependency (Tax Equivalency) Allowances."

d. **Taking Adoption Leave.** Adoption leave for the primary care giver commences immediately following the assumption of custody of the adopted or surrogate child by the staff member, and the first 30 working days must be taken in a continuous period. After the first 30 working days for the primary care giver, and at any time for the non-primary care giver, the adoption leave may be taken in half-day increments and/or combined with other flexible work arrangements at the discretion of the staff member's manager, taking into account the business needs of the work unit. Adoption leave, including any sick leave taken in connection with adoption leave, for both the primary and non-primary care giver must be completed within one year after assuming custody of the adopted or surrogate child(ren). A staff member applying for adoption leave must submit to his/her manager a signed written statement stating the expected date of assumption of custody of the adopted or surrogate child(ren).

e. **Sick Leave in Connection with Adoption Leave.** If the staff member is the primary care giver, the staff member may take up to 20 additional working days of adoption leave, charged to the staff member's sick leave, in the case of adoption of multiple children at the same time or multiple births of children through surrogacy. A staff member applying for additional adoption leave must submit proof of the adoption of multiple children or the birth certificates showing multiple births.

f. **Effect of Ending Employment.** If the employment of a staff member who is the primary care giver ends before s/he has completed the period of adoption leave, the staff member will receive an equivalent lump sum for any remaining period of entitlement to adoption leave. An equivalent lump sum means 1/260th of the staff member's final annual salary for each day of entitlement to adoption leave.

**Bank Group Couples**

6.04 If Bank Group staff members married to each other or registered domestic partners of each other are both eligible for parental leave, they may pool their leave eligibilities and distribute and use these leave days as they choose, subject to the limitations stated in this Rule.

**07. Leave Without Pay**

**General**

7.01 Leave without pay is a means of retaining a staff member in the employ of the Bank Group during temporary periods of unpaid absence from duty. Staff on Extended Term Consultant and Extended Term Temporary Appointments are eligible for leave without pay as provided in this Rule. Leave of absence to undertake an assignment outside the Bank Group is provided for under Staff Rule 5.02, "External Service and Service for a Wholly Owned Subsidiary," except that staff who accompany a spouse or domestic partner who is assigned out of the staff member's duty station and who is (a) on a Bank Group or IMF assignment, or (b) on External Service With Pay, may work outside the Bank Group as provided in Staff Rule 3.02, "Employment Outside the Bank Group," paragraph 3.06.
Re-entry

7.02 In order for leave without pay of 31 calendar days or more to be approved, a senior manager at the level of Director or above must give the staff member a written commitment to provide the staff member a position at the end of leave without pay, or the staff member must agree in writing that his/her appointment will terminate within a period not to exceed 6 months after his/her leave without pay ends if the staff member cannot find a suitable position in the same type of appointment.

Authorization and Limitations

7.03 Leave without pay may be granted by a staff member's manager for periods of up to 30 calendar days when the staff member does not have sufficient accrued leave to cover an approved absence, or for unspecified reasons. A staff member who is absent without authorization and has exhausted accrued annual leave may be placed on leave without pay by his/her manager, with the approval of the Manager, Human Resources Team (IBRD/MIGA)/HR Regional Head (IFC).

7.04 Leave without pay may be granted by a staff member's Director or above for periods of more than 30 calendar days, but not more than 2 years, for the following purposes:

a. Family leave – serious illness of a spouse, domestic partner, child, or parent;

b. Parental leave – care of a child from its birth or adoption;

c. Required military service;

d. Study leave;

e. Accompanying a spouse or domestic partner on a work-related assignment outside the staff member's duty station; or

f. Accompanying a spouse or domestic partner who is assigned outside the staff member's duty station and is (a) on a Bank Group or IMF assignment, or (b) on External Service With Pay (in which case the period of leave without pay may be set to match the initial duration of the assignment).

In exceptional circumstances, an additional extension of up to 2 years may be approved by the staff member's Vice President, but in no event may such leave without pay exceed 4 years, unless it is to enable a staff member to accompany the spouse or domestic partner who is assigned outside the staff member's duty station and is (a) on a Bank Group or IMF assignment, or (b) on External Service With Pay.

7.05 The length of an appointment which may expire on its own terms is not extended solely because the staff member who holds it is granted leave without pay.
## Continuation of Benefits

### 7.06 The only benefits that may be continued during leave without pay are as follows:

<table>
<thead>
<tr>
<th>Leave Without Pay of 30 Days or Less</th>
<th>Leave Without Pay of 31 Days or More</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Basic Group Life Insurance Plan or Death in Service Benefit, whichever is applicable, at no cost to the staff member</td>
<td>a. Basic Group Life Insurance Plan or Death in Service Benefit, whichever is applicable, at no cost to the staff member</td>
</tr>
<tr>
<td>b. If the staff member pays his/her share of the required contributions, s/he can be eligible for:</td>
<td>b. If the staff member pays his/her share of the required contributions, s/he can be eligible for:</td>
</tr>
<tr>
<td>i. Optional Group Life Insurance Plan</td>
<td>i. Optional Group Life Insurance Plan</td>
</tr>
<tr>
<td>ii. Optional Dependent Group Life Insurance Plan</td>
<td>ii. Optional Dependent Group Life Insurance Plan</td>
</tr>
<tr>
<td>iii. Optional Accidental Death and Dismemberment (ADD) Insurance</td>
<td>iii. Optional Accidental Death and Dismemberment (ADD) Insurance</td>
</tr>
<tr>
<td>iv. Medical Insurance Plan or Medical Benefits Plan, whichever is applicable</td>
<td>iv. Medical Insurance Plan or Medical Benefits Plan, whichever is applicable</td>
</tr>
<tr>
<td>v. Staff Retirement Plan</td>
<td>v. Staff Retirement Plan</td>
</tr>
<tr>
<td>c. For staff members eligible for home country travel benefits, the eligibility date is not affected</td>
<td>c. If the staff member pays the combined Bank Group and staff contributions, s/he can be eligible for Medical Insurance Plan or Medical Benefits Plan, whichever is applicable</td>
</tr>
<tr>
<td>d. For staff members eligible for education benefits, the education grant is not prorated</td>
<td>d. If the absence is for required military service or to pursue a study program for which the Bank Group is contributing at least 50% of the costs, s/he can be eligible for the Staff Retirement Plan subject to Staff Retirement Plan eligibility requirements and limitations, provided s/he pays his/her Staff Retirement Plan contribution or any receivable created by the World Bank Group for such contributions.</td>
</tr>
<tr>
<td></td>
<td>e. If the absence is to accompany the spouse or domestic partner on a Bank Group or IMF assignment outside the duty station, the staff member remains eligible for the Staff Retirement Plan subject to Staff Retirement Plan eligibility requirements and limitations, provided s/he pays his/her Staff Retirement Plan contribution or any receivable created by the World Bank Group for such contributions.</td>
</tr>
</tbody>
</table>

Eligibility for and accrual of all other benefits is suspended until the staff member returns from leave without pay.

### Performance of Services for the Bank Group While on Leave Without Pay

### 7.07 By mutual agreement, a staff member on leave without pay may be assigned to perform a specific job or task for the Bank Group during a specified period subject to the following:

a. The staff member must be paid a stipend as follows:
i. For a staff member at grade GE and above, the stipend will be paid at a daily rate equal to the staff member's basic net annual salary divided by 260 days.

ii. For a staff member at grade GD and below, the stipend will be paid at an hourly rate equal to the staff member's basic net annual salary divided by 2080 hours.

iii. A staff member whose salary is subject to income tax will be paid a stipend based on the gross equivalent of his/her net annual salary. No tax allowance will be payable on the stipend.

b. The agreement does not change the staff member's appointment, nor will it have any effect on other terms of leave without pay applicable to the staff member as a result of the period worked or the stipend paid, including benefits which may have been continued or to which the staff member is not entitled during leave without pay.

c. The duration of leave without pay is not extended by the period during which services are performed.

d. A staff member on leave without pay due to family leave, parental leave, required military service, or study leave may perform up to a maximum total 90 working days per fiscal year.

e. A staff member on leave without pay to accompany the spouse or domestic partner on a work-related assignment, Bank Group or IMF assignment, or External Service With Pay, outside the staff member's duty station, may perform up to a maximum total 190 working days per fiscal year.

08. Compensatory Leave

8.01 Managers may grant compensatory leave to staff in the following situations:

a. up to 2 days following operational travel, taking into account factors including frequency, duration and intensity of travel and work; and

b. up to 5 days following periods of intensive and prolonged overtime work at the duty station occurring within a 30-calendar day period.
09. Emergency Leave

9.01 Emergency leave, in the amounts stated in the table below, may be granted by a staff member's manager in the following situations:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Death of staff member's spouse, domestic partner, parent, or death of spouse's or domestic partner's parent, or death of child or spouse's or domestic partner's child.</td>
<td>Three working days plus, when death occurs away from the duty station area, actual direct travel time when travel takes place on working days.</td>
</tr>
<tr>
<td>b) Serious illness away from the duty station area of:</td>
<td></td>
</tr>
<tr>
<td>• staff member's spouse, domestic partner, or parent,</td>
<td>Actual direct travel time when travel takes place on working days.</td>
</tr>
<tr>
<td>• spouse's or domestic partner's parent,</td>
<td></td>
</tr>
<tr>
<td>• staff member's child or spouse's or domestic partner's child.</td>
<td></td>
</tr>
<tr>
<td>c) Death or serious illness of staff member's brother or sister away from the duty station area.</td>
<td>Actual direct travel time when travel takes place on working days.</td>
</tr>
</tbody>
</table>

10. Administrative Leave

General

10.01 Administrative leave is absence from duty with pay for staff members (including staff holding Extended Term Consultant and Extended Term Temporary appointments) who are excused from duty in one of the circumstances specified in paragraphs 10.01-10.11, "Administrative Leave," of this Rule.

Extreme Weather and Other Emergency Conditions

10.02 Staff members may be excused from duty due to extreme weather and other emergency conditions as follows:

a. General Release. Staff members will be granted administrative leave when the Bank Group announces that the office to which they would otherwise have reported for duty will not open for business on that day because of extreme weather or other emergency conditions. The Headquarters offices will be closed if it is so announced over local radio or television stations, or if it is announced that U.S. federal government agencies in Washington, DC, will generally be closed because of such conditions. Other offices should make similar provisions in respect of their staff.
b. **Individual Release.** When conditions cause staff members to face severe difficulty in traveling to work but are not sufficiently widespread to warrant a general release under paragraph 10.02 (a) of this Rule, staff members may take annual leave without prior approval of the manager.

c. **Early Release.** If emergency conditions occur at Headquarters in the course of a working day, a department Director may permit the early departure from work of some or all of his/her staff, after a time or times specified on each occasion by the Manager, HR Operations. At other offices, in analogous circumstances, early release may be authorized by the head of that office.

d. **Staff on Leave or Operational Travel.** Staff members already on leave or on operational travel will not be affected by the above, and, if on leave, their absence will be charged against their leave entitlements.

**Essential Staff**

10.03 The provisions of paragraph 10.02 of this Rule, will not apply to any staff member who has been designated by his/her manager as performing essential functions. Such staff members are required to report for duty or remain on duty until replaced or released by their managers. Overtime pay is not payable in respect of such service during their normal working hours, but their managers may grant administrative leave in accordance with paragraph 10.04 of this Rule.

**Special Provisions for Staff Required to Remain at Work**

10.04 If a staff member is required by his/her manager to work when staff members generally at that office have been released, his/her manager may grant administrative leave for an equivalent period to be used within 30 calendar days of the occurrence. If the release was due to extreme weather or other emergency conditions, the staff member will be reimbursed for reasonable expenses incurred as a result of his/her being required to work, and which s/he would not have incurred in the normal course.

**Appearance in Court**

10.05 See below:

a. If a staff member is required to undertake jury duty or is otherwise subpoenaed to appear in court or other judicial proceedings in connection with a civil or criminal action in which s/he is neither the plaintiff nor defendant, s/he will be granted administrative leave for the period during which his/her attendance is required. The period of administrative leave will not extend the term of the staff member’s appointment. The staff member must present to his/her manager the subpoena in advance of such absence and evidence of attendance upon return to duty. The staff member may retain any standard fees payable in connection with his/her attendance at the judicial proceedings.

b. If a staff member is appearing in a judicial or administrative proceeding to request an emergency, temporary, or permanent restraining or protective order to ensure his/her safety, or safety of his/her dependents, the staff member may be granted administrative leave to attend to such proceeding(s). If the granted restraining order relates to the safety of the staff member, the staff member must notify Corporate Security of such order.
c. When a staff member is a plaintiff or defendant in an action, s/he will be required to take annual leave or may request leave without pay.

Relocation and Resettlement

10.06 Managers may authorize the following amounts of administrative leave:

a. **On Appointment** – Up to 5 working days of administrative leave to enable a staff member recruited from outside the duty station area to perform essential personal tasks associated with settling in the duty station area.

b. **On Change of Duty Station** - Up to a maximum 10 working days of administrative leave, between overseas assignments, to enable the relocating staff member to perform essential tasks related to departure from the old duty station, as well as arrival and settling in the new duty station. For Bank/Bank couples, where the spouse or domestic partner is actively employed in a Regular, Open-Ended, or Term appointment at the time of the relocation, the spouse or domestic partner will also be eligible for administrative leave to perform essential tasks related to the relocation as follows:
   
   i. up to 10 working days of administrative leave if the spouse/domestic partner is relocating with the staff; and
   
   ii. up to 5 working days of administrative leave if the spouse/domestic partner is not relocating with the staff.

c. **On Ending Employment** - Up to 2 working days of administrative leave to enable a staff member to perform essential personal tasks associated with leaving the duty station area.

Separation from Service under Staff Rule 7.01, "Ending Employment"

10.07 A staff member who has been given notice of separation under Section 6 (Non confirmation of Appointment) or Section 11 (Unsatisfactory Performance) of Staff Rule 7.01, "Ending Employment," may be placed on administrative leave for part or all of the notice period by the staff member's Vice President. When a staff member has been placed on administrative leave under this paragraph, if the staff member wishes to enter Bank Group premises, s/he must first obtain approval of the World Bank Group Human Resources Vice President or his/her designee.

10.08 A staff member who has been given notice that employment is redundant and may be terminated under Section 8 (Redundant Employment) of Staff Rule 7.01, "Ending Employment," may be placed on administrative leave by the staff member's Vice President, to assist in providing time for a job search or when the staff member's Vice President determines that there is no requirement for the staff member's daily presence in the office.

Administrative Leave pursuant to Staff Rule 3.00, "Office of Ethics and Business Conduct (EBC)" or Staff Rule 8.01, "Disciplinary Proceedings"

10.09 The World Bank Group Human Resources Vice President may place a staff member on administrative leave in accordance with the provisions of Staff Rule 3.00, Office of Ethics and Business Conduct (EBC)," or Staff Rule 8.01, "Disciplinary Proceedings." When a staff member has been placed on administrative leave under this paragraph, if the staff member
wishes to enter Bank Group premises, s/he must first obtain the approval of the World Bank
Group Human Resources Vice President or his/her designee.

Administrative Leave at the Direction of the World Bank Group Human Resources Vice
President

10.10 The World Bank Group Human Resources Vice President may place a staff member on
administrative leave (with or without restricted access to Bank Group premises and facilities)
for up to 6 months for reasons which s/he determines are sufficient after consulting with the
staff member's manager.

Community Service

10.11 With advance managerial approval, a staff member may be granted 1 day of administrative
leave per year for the purpose of volunteering time to a non-profit organization of his/her
choice.

11. Leave for Staff Holding Extended Term Consultant and Extended Term Temporary
Appointments

11.01 Staff holding Extended Term Consultant and Extended Term Temporary (ETC/ETT)
Appointments will accrue general-purpose leave at the rate of 2 days (16 hours) per month
worked. This leave may be used for all absences, such as vacation, sickness, family
emergencies, maternity, or paternity.

11.02 No minimum usage of leave will be required for staff holding ETC/ETT Appointments.

11.03 For exceptional and urgent reasons, a manager may authorize up to 10 days of advanced
leave for staff holding ETC/ETT Appointments. Advances will be charged against entitlements
accruing in the future. Advances are limited by the amount of leave that will accrue in the
remaining contract period.

11.04 Staff holding ETC/ETT Appointments who are on operational travel outside his/her duty
station country when an official holiday recognized by the Bank Group at his/her duty station
occurs will be credited with an additional 8 hours of general-purpose leave for each such
official holiday.

11.05 If staff holding ETC/ETT Appointments are extended for a second year, they may carry
over accrued, unused leave from their first year of appointment to their second year of
appointment. However, they will not be eligible to carry over leave balances to any other type
of appointment.

11.06 At termination of ETC/ETT Appointments, accrued, unused leave will be paid in a lump
sum up to a maximum of 30 days (240 hours). Accrued, unused leave in excess of 30 days
will be forfeited.
12. Leave Procedures

Approval of Leave

12.01 With the exception of the administrative leave provided for in paragraphs 10.02 and 10.07 through 10.09 of this Rule, all leave requests must be made by the staff member in accordance with the provisions of this Rule. Leave requests are approved by the staff member's supervisor on the basis of the information provided by the staff member in the leave request. The omission or misrepresentation of any material facts by the staff member in such leave requests may subject the staff member to disciplinary measures pursuant to Staff Rule 3.00, "Office of Ethics and Business Conduct (EBC)," or Staff Rule 8.01, "Disciplinary Proceedings," whichever is appropriate. Except in cases of personal emergency, short-term family leave or illness, such leave requests and approval must be made and obtained in advance.

Notice of Absence

12.02 Staff members must notify their supervisor promptly whenever, without prior approval, they are unable to report for duty on a scheduled work day. Unless prevented by emergency or illness, notification should be given by 10:00 a.m. of the first day of such absence and on a reasonable basis thereafter.

Return to Duty Station

12.03 Staff members who have been away from their duty station on operational travel must, upon return to their duty station, promptly report any leave taken.

Unit of Leave

12.04 Annual and sick leave are calculated in hours. Annual, sick, and short-term family leave will be charged and, in the case of a payment for accrued annual leave made under paragraph 3.08, "Payment in Lieu of Annual Leave," of this Rule, the payment will be made on the basis of minimum units of 4 hours for staff members working a regular work schedule and 4.5 hours for staff members working an alternative work schedule as follows:

a. Absences of Two Hours or Less. Occasional absences of 2 hours or less are not normally charged to leave. Absences of 2 hours or less which, in the opinion of the staff member’s manager, are frequent or recurring will be charged to the appropriate leave category whenever they amount to a total of 4 hours or more.

b. Absences in Excess of Two Hours. Absences in excess of 2 hours but less than 6 hours will be charged as 4 hours of leave for staff members working a regular work schedule and 4.5 hours for staff members working an alternative work schedule. Absences of 6 or more hours will be charged as 8 hours of leave for staff members working a regular work schedule and 9 hours of leave for staff members working an alternative work schedule.

SECTION IV – EXCEPTION

None
SECTION V – WAIVER

The Issuers, or their designees, may waive any provision of this Rule, with respect to their staff members, with advice from the World Bank Group Human Resources Vice President.

SECTION VI – OTHER PROVISIONS

None

SECTION VII – TEMPORARY PROVISIONS

None

SECTION VIII – EFFECTIVE DATE

This Rule is effective as of the date on its cover page.

SECTION IX – ISSUER

The Issuers of this Rule are:

World Bank Group Human Resources Vice President, HRDVP
IFC Executive Vice President and CEO, CEXVP
MIGA Executive Vice President and CEO, MIGEX

SECTION X – SPONSOR

The Sponsors of this Rule are:

Director, Strategy and Operations, HRDAO;
Director IFC Human Resource Department, CHRDR;
Director, IBRD/MIGA Client Services, HRDCS

SECTION XI – RELATED DOCUMENTS

None

ANNEX(ES)

None
Questions regarding this Directive should be addressed to the Sponsor.