

Special leave is time away from work granted to a staff member for purposes other than those covered by sick leave, annual leave, maternity/paternity leave or home leave. It may also be used in conjunction with other types of leave.

Special leave of any type is exceptional; it is, therefore, not considered an entitlement. Approval of special leave is dependent upon the nature of the request, operational necessity, availability of resources, replacements and the other interests of UNOPS.

ELIGIBILITY

Special leave with full, partial or no pay may be granted at the request of a staff member holding a Fixed-Term Appointment or Permanent Appointment with UNOPS.

When particularly compelling reasons exist, staff members holding Temporary Appointments may also exceptionally be granted special leave with full or partial pay or without pay.

CONDITIONS

Generally, special leave is without pay. In exceptional circumstances, special leave with full or partial pay may be granted.

The duration of special leave is determined in each case with consideration given to the length of time requested as well as the duration of the staff member's appointment.

It is not permitted to engage a UNOPS staff member on another TA or a new individual contractor agreement (ICA) while he/she is on special leave.

During periods of special leave on partial or without pay exceeding 30 calendar days, no service credit shall accrue towards annual and home leave, salary increment, seniority, termination indemnity and repatriation grant.

Continuity of service shall not be considered broken by periods of special leave.

SPECIAL LEAVE WITHOUT PAY (SLWOP)

Special leave without pay may be granted for a number of reasons, such as:

- personal or family emergencies or necessities, i.e. childcare, extended illness, death of a family member;
- occupation/ employment or other activities outside UNOPS employment if the employment or activity is exceptionally pre-approved by the Director, PCG;
- deployment to serve in the armed forces of a staff member's country;
- to protect the pension benefits of a staff member

Normally, special leave without pay may only be requested for a period of up to 12 months and only granted up to the expiration date of the staff member's current contract. Extensions beyond 12 months are exceptional; please see the [POMS](#) for more information. The required form for SLWOP is [here](#); please add this to your [oneUNOPS Absence](#) request as well.

For SLWOP periods of more than 30 calendar days, coverage under any insurance provided by UNOPS shall cease unless the staff member pays both his/her own and UNOPS' contributions. Likewise, no credit shall accrue for

purposes of pensionable service time unless the staff member pays both his/her own and UNOPS' contributions to the UNJSPF.

SPECIAL LEAVE WITH FULL OR PARTIAL PAY

Special leave with full or partial pay may be granted in exceptional cases for reasons such as:

- advanced study or research that is approved as being in the interests of UNOPS;
- when the staff member is called for official jury duty;
- adopting a child

For further guidance, please see the full list of qualifying reasons and applicable terms and conditions described in the [PQMS](#). Any special leave with full or partial pay requests would ultimately need to be required in [oneUNOPS Absence](#).