



World Bank Group Directive

Staff Rule 6.06 - Leave

Bank Access to Information Policy Designation

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Content

This Directive, Staff Rule 6.06, "Leave" (hereinafter Rule) sets forth the provisions governing 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 Chief
Executive Officer, IFCEO

Sponsor

Director, Employment Policy, Compensation and Systems,
HRDPC; Director, World Bank 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 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 11.01-11.07, "Leave for Staff Holding Extended Term Consultant and Extended Term Temporary Appoints," 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 daily at the following annual rates:

Length of Service	Number of Hours of Leave a Year
Under 5 years	208 hours
5 but less than 10 years	224 hours
10 or more years	240 hours

For determining the rate of annual leave accrual, length of service means total service with the World Bank Group immediately preceding any date of annual leave entitlement in any of the listed appointment types 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 World 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 Staff on Term appointments, 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 daily at the rate of 120 hours per leave year.

Conversion of Annual Leave to Sick Leave

4.03 The accrual of sick leave 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 and Safety Directorate (HSDDR), so directs. Staff Rule 6.22, "Disability Insurance Program," addresses absences of more than 20 working days. Notwithstanding paragraphs 6.08 and 6.09 of this Rule, Staff may not submit sick leave while already on an approved paid leave of absence such as annual leave or parental leave.

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. If a Staff Member has a negative sick leave balance upon separation from service, annual leave days will be applied to offset the negative balance. If annual leave balance is not sufficient to offset the negative sick leave balance, then a claim on the remaining days should be made against any termination benefits payable to Staff as per Staff Rule 7.02, "Benefits on Ending Employment."

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, HSDDR, 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 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 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.

5.02 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. Staff may not submit short-term

family leave while already on an approved paid leave of absence such as annual leave or parental leave.

06. Parental Leave

General

6.01 See below:

- a. **Parental leave** is absence from duty with pay available to a Staff Member after the birth of a child or following adoption of a child less than 12 years old.
- b. **Adoption** means the process where a Staff Member is taking custody of a child outside of his/her household; including surrogacy. This Rule does not apply to adoption of stepchildren through marriage or a female Staff Member who is acting as a surrogate. The adoption must be approved in accordance with Staff Rule 6.02, "Dependency (Tax Equivalency) Allowances."
- c. **Surrogacy** is an arrangement where a female carries and delivers a child for another person.
- d. **Primary Caregiver** means the parent who is the sole caregiver of the child during the majority of business hours throughout the period of the parental leave requested. The parent who gives birth to a child is designated as the default Primary Caregiver, irrespective of whether that parent is a Staff Member of the World Bank Group. In the case of an adoption, the Staff Member who wishes to be designated as Primary Caregiver will need to provide supporting evidence as per paragraph 6.07(a)(ii) of this Rule.
- e. **Secondary Caregiver** means the parent who shares child care responsibilities with the Primary Caregiver. A Staff Member whose spouse or Domestic Partner gives birth to their child will be designated the Secondary Caregiver.

6.02 A Staff Member holding an appointment of a specified duration is not entitled to parental leave extending beyond the date on which his/her appointment ends.

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

6.04 Parental leave may commence no sooner than 20 working days prior to the expected date of delivery of the child or custody of the adopted child. A Staff Member applying for parental leave prior to the birth or adoption must submit to the approving Manager an attending physician's certificate stating the expected date of delivery of the child or the adoption papers stating the expected date of custody of the adopted child. Parental leave must be requested and approved prior to taking the leave.

6.05 All parental leave, including any sick leave taken in connection with parental leave, must be completed within one year after the birth of the child or assumption of custody of the adopted child.

Primary Caregiver Leave

6.06 Subject to the limitations in paragraph 6.06(a) of this Rule, a Staff Member who is the Primary Caregiver is eligible for up to 100 working days of parental leave for each eligible life event regardless of length of service with the World Bank Group.

a. **Limitations.** Primary Caregiver leave is subject to the following provisions:

- i. Immediately following the birth or adoption of a child, the first 40 working days of Primary Caregiver leave must be taken in a continuous period, after which the remaining parental 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, considering the business needs of the work unit.
 - ii. If World Bank Group Staff Members married to each other or registered as Domestic Partners are both eligible for parental leave, only one parent can be designated as a Primary Caregiver during the parental leave in respect of each life event. The parents may pool up to 120 days of their parental leave and distribute the parental leave days at their discretion, subject to the limitations stated in this Rule.
- b. **Effect of Ending Employment with World Bank Group.** If the employment of a Staff Member who has given birth to a child, or is designated as the Primary Caregiver in the case of adoption, ends within 100 consecutive working days after the date of birth or adoption and before s/he has completed the period of Primary Caregiver leave, s/he will receive a lump sum payment equal to the number of full working days remaining in the Staff Member's entitlement to Primary Caregiver leave, subject to the following conditions:
- i. The employment of the Staff Member ends for reasons other than his/her resignation; and
 - ii. The equivalent lump sum payment is calculated as 1/260th of the Staff Member's final annual net salary for each full working day remaining in the Staff Member's entitlement to Primary Caregiver leave up to 60 days. For purposes of this calculation, any shared days from the Secondary Caregiver for World Bank Group parents will be excluded.

Secondary Caregiver Leave

6.07 Subject to the limitations in paragraph 6.07(a) of this Rule, a Staff Member who is the Secondary Caregiver is eligible for up to 50 working days of parental leave for each eligible life event regardless of length of service with the World Bank Group. The Secondary Caregiver may request up to an additional 50 working days if he/she provides supporting evidence of Primary Caregiver status according to paragraph a(ii) below.

a. **Limitations.** Secondary Caregiver leave is subject to the following provisions:

- i. Following the birth or adoption of a child, the first 20 working days of Secondary Caregiver leave must be taken in a continuous period, after which the remaining parental 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, considering the business needs of the work unit.

- ii. A Secondary Caregiver may be designated as the Primary Caregiver in the case of adoption or in the event the initial Primary Caregiver has returned to work or is deemed medically incapable of providing sole care to the child during the majority of business hours. The Secondary Caregiver will need to submit the "Primary Caregiver Certification Form" to the Staff Member's Manager for approval.
- iii. If both parents work for the World Bank Group, the Secondary Caregiver may share up to 20 working days with their spouse or Domestic Partner, who is eligible for Primary Caregiver leave. The remaining 30 working days are not transferable, and any days not used will be forfeited.

Sick Leave in Connection with Parental Leave.

6.08 Sick leave may be taken for maternity related illness, injury, examination or treatment prior to the delivery of the Staff Member's child. A Primary Caregiver may take up to 20 additional working days of sick leave from his/her sick leave balance immediately following birth or adoption in the case of multiple births in one delivery or adoption or in the event of medical complications resulting from the delivery. A Primary Caregiver applying for sick leave during parental leave must submit to his/her Manager the birth certificates showing multiple births in one delivery or adoption or an attending physician's certificate stating the medical complications resulting from the delivery and the number of days required for recovery and rest.

6.09 Notwithstanding the above, 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 maternity related illness before or after delivery. Parental leave will be suspended for a Staff Member who is approved for disability benefits. Parental leave may resume after disability but must be taken within the limit set forth in paragraph 6.05 of 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 World 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 World 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 World Bank Group or IMF assignment, or (b) on external service with pay, may work outside the World Bank Group as provided in Staff Rule 3.02, "Employment Outside the Bank Group."

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)/Manager, Human Resources, Client Services, (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 World 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 World 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:

Leave Without Pay of 30 Days or Less	Leave Without Pay of 31 Days or More
<ul style="list-style-type: none"> a. Basic Group Life Insurance Plan or Death in Service Benefit, whichever is applicable, at no cost to the Staff Member. b. If the Staff Member pays his/her share of the required contributions, s/he can be eligible for: <ul style="list-style-type: none"> i. Optional Group Life Insurance Plan ii. Optional Dependent Group Life Insurance Plan iii. Optional Accidental Death and Dismemberment (ADD) Insurance iv. Medical Insurance Plan or Medical Benefits Plan, whichever is applicable v. Staff Retirement Plan c. For Staff Members eligible for home country travel benefits, the eligibility date is not affected. d. For Staff Members eligible for education benefits, the education grant is not prorated. 	<ul style="list-style-type: none"> a. Basic Group Life Insurance Plan or Death in Service Benefit, whichever is applicable, at no cost to the Staff Member. b. If the Staff Member pays his/her share of the required contributions, s/he can be eligible for: <ul style="list-style-type: none"> i. Optional Group Life Insurance Plan ii. Optional Dependent Group Life Insurance Plan iii. Optional Accidental Death and Dismemberment (ADD) Insurance (applicable to HQ Staff only) c. If the Staff Member pays the combined World Bank Group and Staff contributions, s/he can be eligible for Medical Insurance Plan or Medical Benefits Plan, whichever is applicable. d. If the absence is for required military service or to pursue a study program for which the World 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. e. If the absence is to accompany the spouse or Domestic Partner on a World 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.

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, World 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, including Staff holding Extended Term Consultant or Extended Term Temporary appointments, 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:

Eligible Emergency Leave Situations	Emergency Leave days
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.	Three working days plus, when death occurs away from the duty station area, actual direct travel time when travel takes place on working days.
b) Serious illness away from the duty station area of: <ul style="list-style-type: none">• Staff Member's spouse, Domestic Partner, or parent,• spouse's or Domestic Partner's parent,• Staff Member's child or spouse's or Domestic Partner's child.	Actual direct travel time when travel takes place on working days.
c) Death or serious illness of Staff Member's brother or sister away from the duty station area.	Actual direct travel time when travel takes place on working days.

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 Member; and
 - ii. up to 5 working days of administrative leave if the spouse/Domestic Partner is not relocating with the Staff Member.
- 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 7 (Non-Confirmation of Appointment) or Section 12 (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 World 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 9 (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, or his/her designee, 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 World 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, or his/her designee, may place a Staff Member on administrative leave (with or without restricted access to World 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 World 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.

11.07 Maternity leave is absence from duty with pay available to a female Staff Member in connection with the delivery of her child. Female Staff Members with ETC/ETT appointments are eligible for 20 working days of maternity leave in connection with the delivery of her child and up to an additional 40 working days of unpaid leave for maternity purposes through leave without pay, in accordance with paragraphs 7.01-7.07, "Leave Without Pay," of this Rule. Each paid and unpaid maternity leave must be taken continuously and completed before the sooner

of the Staff Member's employment end date or one year from birth. A Staff Member applying for maternity leave must submit to the approving Manager an attending physician's certificate stating the expected date of delivery.

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

Exceptions to Section VII – Temporary Provisions, paragraphs 4 and 5 – reclassification of past parental leave days - may be considered by the Director, Employment Policy, Compensation and Systems, HRDPC, on an exceptional basis and will require line management approval and the provision of corroborating evidence to support the reclassification.

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

1. For the purposes of the "Temporary Provisions" of this Rule, Staff Members "Currently on Parental Leave" means Staff Members who, as of December 1, 2018, have not exhausted their 70 days of Maternity Leave or 10 days of Paternity Leave (or in the case of adoption, Primary Care Giver Leave and Secondary Care Giver Leave, respectively) under the former Rule, i.e., the Staff Member has one or more days of parental leave remaining.
2. Staff Members who are "Currently on Parental Leave" as of December 1, 2018, are eligible for the additional days of parental leave available under the provisions of this Rule, subject to the limitations of this Rule and conditions set forth herein.

Staff Rule 6.06, effective January 27, 2014, last revised on August 1, 2017	Staff Rule 6.06, effective December 1, 2018
Maternity/Primary Care Giver (Adoption)	Up to an additional 30 days of parental leave as Primary Caregiver.
Paternity/Non-Primary Care Giver (Adoption)	Up to an additional 40 days of parental leave as Secondary Caregiver, with ability to be designated as the Primary Caregiver in accordance with paragraph 6.07(a)(ii) of this Rule.

3. Any days of parental leave taken during the 365 days preceding December 1, 2018, will be subtracted from the Staff Member's total number of eligible parental leave days. All parental leave must be completed within one year after the birth of the child or assumption

of custody of the adopted child. At this time, any unused days of parental leave will be forfeited.

4. To consistently and objectively implement the Temporary Provisions in this Rule, days of remaining parental leave will be determined in accordance with Staff Members' leave records as of November 30, 2018. All prior days of parental leave will be considered fixed, irrespective of any cancelations, reclassifications or other modifications to leave records after the date on which the parental leave was taken. For example, on October 29, 2018, a Staff Member could cancel any days of parental leave scheduled on or after October 30, 2018, but could not make any changes to parental leave days taken on or before October 29, 2018, to impact his/her eligibility for the additional days of parental leave provided under this Rule, as amended. This includes, without limitation, the retroactive cancelation and reclassification of past parental leave days as sick leave, family leave, annual leave or days worked.
5. Any such cancelations, reclassifications or other modifications will be disregarded for the purposes of determining eligibility for the additional days of parental leave provided under this Rule, as amended. To the extent any cancelations, reclassifications or other modifications to past parental leave records result in a balance of parental leave days, these additional days of parental leave will be subject to the former Rule, (HRDVP3.01-DIR.131: effective January 27, 2014, last revised on August 1, 2017) including its maximum number of parental leave days. The Staff Member will not be considered "Currently on Leave" for the purposes of this Rule and no additional days of parental leave will be provided.

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 Chief Executive Officer, IFCEO

MIGA Executive Vice President and CEO, MIGEX

SECTION X – SPONSOR

The Sponsors of this Rule are:

Director, Employment Policy, Compensation and Systems, HRDPC

Director, IFC Human Resource Department, CHRDR

Director, World Bank Client Services, HRDCS

SECTION XI – RELATED DOCUMENTS

None

ANNEX(ES)

None

Questions regarding this Directive should be addressed to the Sponsor.