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## Appendix

**TEXT OF AMENDED STAFF RULES**

## 350. EDUCATION GRANT

350.1 Internationally recruited staff members shall be entitled to an education grant, except as indicated in Rule 350.3, under the conditions which follow:

350.1.1 the grant is payable for each child as defined under Rule 310.5.2 up to the end of the school year in which the child reaches the age of 25 or completes four years of post-secondary studies, whichever is earlier;

.....

640. HOME LEAVE

640.1 Home leave is provided so that a staff member who is serving and residing outside the country of his recognized place of residence may spend a reasonable period of annual leave in his home country with a view to maintaining effective association with his culture, with his family, and with his national, professional or other interests. Staff members may exercise home leave travel in a country other than that of their recognized place of residence under conditions established by the Director-General.

...

640.3 Staff members are eligible for home leave when:

640.3.1 they are serving and residing outside the country of their recognized place of residence as established under Rule 460; and

640.3.2 if the staff member is assigned to a 24-month official station, their service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility for home leave, whichever is later, or, if the staff member is assigned to a 12-month official station, their service is expected to continue at least three months beyond the date of return from home leave or three months beyond the date of eligibility for home leave, whichever is later; and

...

640.5 Home leave consists of travel time not charged to the staff member's annual leave with return transportation paid by the Organization for the staff member, the spouse and eligible children, up to the cost of travel between the official station and the staff member's recognized place of residence or the actual destination, whichever is less. Travel shall be authorized as follows:

640.5.1 travel shall be between the official station and the staff member's recognized place of residence or another place as provided for in Rule 640.1;

640.5.2 as a condition for the payment of travel the staff member, the spouse and eligible children must spend a reasonable period of time in the country where the leave is exercised.

640.6 Home leave may be granted subject to the following conditions:

...

640.6.3 the spouse and eligible children must remain at the official station for at least six months after return from home leave if the staff member is assigned to a 24-month official station, or for at least three months if the staff member is assigned to a 12-month official station;

640.6.4 the timing of the home leave must be reasonable in relation to other authorized travel of the staff member, spouse or children, and in relation to the exigencies of the service.

---

650. SPECIAL LEAVE

Special leave with full, partial or no pay may be granted at the request of a staff member for such period and under such conditions as the Director-General may prescribe. This special leave may be granted for training or research in the interest of the Organization or for other important reasons, including but not limited to child care, serious illness of a family member, or death of an immediate family member. The Director-General may, at his or her initiative, place a staff member on special leave with full pay if he or she considers such leave to be in the interest of the Organization. Normally, such leave shall not be granted until all accrued annual leave has been exhausted, except in the cases of special leave to care for a child, serious illness of a family member or death of an immediate family member. Continuity of service shall not be broken during periods of special leave, which shall be credited for all purposes except as otherwise specified in the Rules.

655. LEAVE WITHOUT PAY

655.1 Leave without pay may be granted, for a period normally not in excess of one year, except as indicated in Rule 655.3 below, for purposes normally covered by sick or annual leave when that leave has been exhausted.

...

655.3 The Director-General may authorize leave without pay for pension purposes for staff who are within two years of reaching age 55 and 25 years of contributory service, or who are over that age and within two years of reaching 25 years of contributory service.

---

660. LEAVE FOR MILITARY TRAINING OR SERVICE

660.1 Upon application, staff members, except those holding temporary appointments as defined in Rule 420.4, may be granted leave of absence for a period of up to the full duration of the military training or service required by their government. At the staff members' option, such absence shall be charged as either leave without pay or as annual

leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose the provisions of Rule 655.2 shall apply.

---

740. SICK LEAVE

...

740.2 Any absence of more than three consecutive working days which is to be charged as sick leave must be supported by a certificate from a duly recognized medical practitioner stating that the staff member is unable to perform his duties and indicating the probable duration of the illness. Not more than seven working days of uncertified absences within one calendar year shall be charged to sick leave. Part or all of this uncertified sick leave may be granted to attend to serious family-related emergencies in which case the certification requirement in respect of three consecutive working days shall not apply.

---

760. MATERNITY LEAVE

760.1 Staff members shall be entitled to maternity leave, subject to conditions established by the Director-General.

760.2 Maternity leave shall commence six weeks before the expected date of birth upon submission of a certificate from a duly qualified medical practitioner or midwife indicating the expected due date. At the request of the staff member and on medical advice, the Director-General may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected due date. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in the case of multiple births, maternity leave shall extend for a period of 20 weeks from the time it is granted. However, in no case shall maternity leave terminate less than 10 weeks after the actual date of birth. The leave is paid with full salary and allowances.

...

760.4 Where both parents of a newborn child are staff members of the World Health Organization, any unused portion of maternity leave to which the mother would otherwise have been entitled under Rule 760.2 may be used by the other parent, under conditions established by the Director-General.

...

763. PATERNITY LEAVE

A staff member shall be entitled to paternity leave subject to conditions established by the Director-General. Upon presentation of satisfactory evidence of the birth of the staff member's child, the staff member shall be entitled to paternity leave for a total period of up to four weeks or, in the case of internationally recruited staff members serving at a non-family duty station, up to eight weeks. In exceptional circumstances, leave shall be granted for a total period of up to eight weeks. Paternity leave must be exhausted within 12 months from the date of the child's birth.

...

765. ADOPTION LEAVE

Subject to conditions established by the Director-General, and upon presentation of satisfactory evidence of the adoption of a child, a staff member shall be entitled to adoption leave for a total period of eight weeks.

---

810. TRAVEL OF STAFF MEMBERS

The Organization shall pay the travel expenses of a staff member as follows:

...

810.5.2 his assignment is to continue for at least six months after his return if the staff member is assigned to a 24-month official station or for at least three months if the staff member is assigned to a 12-month official station;

...

810.5.4 there is a reasonable interval between this travel and travel on home leave (see also Rule 640.6);

---

820. TRAVEL OF SPOUSE AND CHILDREN

...

820.2.5 for a child for whom there is an entitlement to an education grant under Rule 350 for study outside the commuting distance of the official station, provided Rule 655.2.4 does not apply:

...

820.2.5.2 one round trip each scholastic year between the place of study and the official station or other place, if:

(1) the duration of the child's visit to the parents is reasonable in relation to the amount of travel expenses borne by the Organization;

(2) the travel expenses to be borne by the Organization do not exceed the cost of round-trip travel between the official station and the staff member's recognized place of residence, or the destination of the travel, whichever is less;

(3) the timing of the child's journey is reasonable in relation to other authorized travel of the staff member, spouse, or children;

---

1010. RESIGNATION

...

1010.3 A staff member assigned to a 24-month official station who resigns within six months from the date of return from travel on home leave or from the date of qualifying for it, whichever is the later, or from travel under Rule 810.5, forfeits entitlement to repatriation travel at the Organization's expense for himself and family members who accompanied him on such travel. In case the staff member exercises his entitlement under Rule 820.2.6 and resigns within six months from the starting date of such travel, he forfeits entitlement to his repatriation travel at the Organization's expense. Exceptions may be granted by the Director-General in case of resignation compelled by exceptional circumstances.

1010.4 A staff member assigned to a 12-month official station who resigns within three months from the date of return from travel on home leave or from the date of qualifying for it, whichever is the later, or from travel under Rule 810.5, forfeits entitlement to repatriation travel at the Organization's expense for himself and family members who accompanied him on such travel. In the event that the staff member exercises his entitlement under Rule 820.2.6 and resigns within three months from the starting date of such travel, he forfeits entitlement to his repatriation travel at the Organization's expense.

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1040. COMPLETION OF APPOINTMENTS

1040.1 In the absence of any offer and acceptance of extension, fixed-term and temporary appointments shall expire automatically on the completion of the agreed period of service. Where it has been decided not to offer an extension of appointment to a staff member holding a fixed-term appointment, the staff member shall be notified thereof no less than three months before the expiry of the appointment. Where it has been decided not to offer an extension of appointment to a staff member holding a temporary appointment, the staff member shall be notified thereof normally no less than one month before the expiry of the appointment. Such notice shall not be required in the case of a staff member holding a temporary appointment who has reached the maximum duration of uninterrupted service under consecutive temporary appointments, as defined in Rule 420.4. Eligible staff

members who do not wish to be considered for reappointment shall also give that period of notice of their intention.

- 1040.2 When a fixed-term or temporary appointment is due to expire during a period of maternity leave, paternity leave or adoption leave, the appointment may be extended for a period determined, and under conditions established, by the Director-General.

.....

1083. NOTICE OF TERMINATION

Notice of termination under Staff Rules 1030, 1045, 1050, 1060, 1070 and 1080 may be served during periods of maternity leave, paternity leave or adoption leave. The effective date of separation shall be either the expiry date of the leave, or the end of the notice period under the relevant Rule, whichever is later.

.....

1090. EFFECTIVE DATE OF TERMINATION

Subject to Rule 1083 on notice of termination during maternity leave, paternity leave and adoption leave, the effective date of termination shall be as follows:

- 1090.1 For staff locally recruited and those to whom Rules 1010.2 and 1010.3 apply, the last day of duty;
- 1090.2 For all other staff, that day on which it is calculated that the staff member, by departing promptly after completion of his duties, is able to reach his recognized place of residence by a route and means of transport designated by the Organization.

.....



## Attachment

## Appendix I to the Staff Rules

Salary scale for staff in the professional and higher categories: annual gross base salaries and net equivalents after application of staff assessment (in US dollars)<sup>1</sup> (effective 1 January 2007)

Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2	Gross	138 549	141 494	144 443	147 391	150 354	153 437								
	Net D	102 713	104 716	106 721	108 726	110 730	112 734								
	Net S	94 360	96 052	97 737	99 417	101 092	102 760								
P-6/D-1	Gross	126 565	129 153	131 738	134 326	136 915	139 501	142 090	144 678	147 265					
	Net D	94 564	96 324	98 082	99 842	101 602	103 361	105 121	106 881	108 640					
	Net S	87 407	88 937	90 462	91 985	93 504	95 020	96 531	98 040	99 544					
P-5	Gross	104 600	106 803	109 004	111 204	113 407	115 607	117 810	120 012	122 213	124 415	126 615	128 818	131 019	
	Net D	79 628	81 126	82 623	84 119	85 617	87 113	88 611	90 108	91 605	93 102	94 598	96 096	97 593	
	Net S	73 975	75 305	76 631	77 957	79 280	80 599	81 918	83 234	84 547	85 858	87 167	88 474	89 779	
P-4	Gross	85 974	87 979	89 986	91 992	93 999	96 006	98 013	100 019	102 144	104 266	106 391	108 515	110 640	112 765
	Net D	66 401	67 845	69 290	70 734	72 179	73 624	75 069	76 513	77 958	79 401	80 846	82 290	83 735	85 180
	Net S	61 834	63 150	64 464	65 776	67 087	68 396	69 705	71 012	72 317	73 623	74 925	76 227	77 528	78 828
P-3	Gross	70 222	72 079	73 939	75 793	77 653	79 508	81 364	83 224	85 082	86 938	88 797	90 651	92 511	94 367
	Net D	55 060	56 397	57 736	59 071	60 410	61 746	63 082	64 421	65 759	67 095	68 434	69 769	71 108	72 444
	Net S	51 395	52 625	53 857	55 085	56 317	57 545	58 775	60 005	61 234	62 464	63 689	64 916	66 141	67 366
P-2	Gross	57 153	58 815	60 476	62 138	63 799	65 458	67 121	68 779	70 442	72 106	73 764	75 428		
	Net D	45 650	46 847	48 043	49 239	50 435	51 630	52 827	54 021	55 218	56 416	57 610	58 808		
	Net S	42 818	43 904	44 986	46 070	47 153	48 238	49 340	50 438	51 542	52 642	53 741	54 844		
P-1	Gross	44 614	46 035	47 452	48 873	50 326	51 922	53 521	55 118	56 711	58 308				
	Net D	36 137	37 288	38 436	39 587	40 735	41 884	43 035	44 185	45 332	46 482				
	Net S	34 089	35 148	36 207	37 267	38 325	39 383	40 443	41 489	42 531	43 572				

<sup>1</sup> D = Rate applicable to staff members with a dependent spouse or child; S = Rate applicable to staff members with no dependent spouse or child.

\* = The normal qualifying period for a within-grade increase between consecutive steps is one year, except at those steps marked with an asterisk, for which a two year period at the preceding step is required (Staff Rule 550.2).

**Appendix 2 to the Staff Rules**

**EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES  
WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED  
CURRENCIES AND COUNTRIES**

(effective school year in progress 1 January 2007)

<i>Country/ currency area</i>	(1) Maximum admissible educational expenses and maximum grant for disabled children	(2) Maximum education grant	(3) Flat rate when boarding not provided	(4) Additional flat rate for boarding (for staff serving at designated duty stations)	(5) Maximum grant for staff members serving at designated duty stations	(6) Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)
<b>Part A</b>						
Euro						
Austria	15 198	11 399	3 564	5 346	16 745	10 447
Belgium	14 446	10 835	3 366	5 049	15 884	9 959
Finland	9 082	6 812	2 543	3 815	10 627	5 692
France*	10 263	7 697	2 921	4 381	12 078	6 368
Germany	18 993	14 245	4 090	6 134	20 379	13 540
Ireland	17 045	12 784	2 945	4 417	17 201	13 119
Italy	17 215	12 911	2 965	4 447	17 358	13 261
Luxembourg	12 898	9 673	3 147	4 720	14 393	8 701
Monaco	9 330	6 997	2 672	4 008	11 005	5 767
Netherlands	15 440	11 580	3 814	5 721	17 301	10 355
Spain	13 762	10 322	2 992	4 488	14 810	9 773
Denmark (krone)	108 147	81 110	24 715	37 072	118 182	75 193
Japan (yen)	2 324 131	1 743 098	534 345	801 517	2 544 615	161 167
Norway (deleted see USD outside USA)	-	-	-	-	-	-
Sweden (krona)	141 026	105 770	23 490	35 235	141 005	109 707
Switzerland (Swiss franc)	26 868	20 151	5 331	7 997	28 148	19 760
United Kingdom of Great Britain and Northern Ireland (pound sterling)	18 285	13 714	3 326	4 989	18 703	13 851
<b>Part B</b>						
United States dollar (outside the United States of America)**	18 048	13 536	3 490	5 235	18 771	13 395
<b>Part C</b>						
United States dollar (in the United States) <sup>1</sup>	34 598	25 949	5 406	8 109	34 058	27 391

\* Except for the following schools where the US\$ in the US levels will be applied:

1. American School of Paris
2. American University of Paris
3. British School of Paris
4. European Management School of Lyon
5. International School of Paris
6. Marymount School of Paris

\*\* includes Norway, which will no longer be tracked as a separate zone

<sup>1</sup> Also applies, as a special measure, for China, Indonesia, and the Russian Federation

Where educational expenses are incurred in any of the currencies set out in the table above, the maximum applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the maximum applicable amounts are set out in columns (1) to (6) against part C above. Where educational expenses are not incurred in any of the currencies set out in part A above or in the United States, the maximum applicable amounts are set out in columns (1) to (6) against part B above.

Attendance at an educational institution outside the duty station

- (i) Where the educational institution provides board, the amount shall be 75% of the admissible costs of attendance and the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.
- (ii) Where the educational institution does not provide board, the amount shall be a flat sum as indicated in column (3), plus 75% of the admissible costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

- (iii) The amount shall be 75% of the admissible costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.
- (iv) Where the grant is payable for the cost of boarding for attendance at an educational institution in the country of the official station but beyond commuting distance from the official station, and when no suitable education facility exists in that area, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

- (v) Where the educational institution provides board, the amount shall be:
  - a. 100% of the costs of board up to the maximum indicated in column (4); and
  - b. 75% of the admissible costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).
- (vi) Where the educational institution does not provide board, the amount shall be:
  - a. A flat sum for board as indicated in column (4); and
  - b. 75% of the admissible costs of attendance, with a maximum reimbursable amount as indicated in column (5).

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