

GENERAL SECRETARIAT

EXECUTIVE ORDER No. 12-1

SUBJECT: MODIFICATION OF STAFF RULES

THE SECRETARY GENERAL,

In the exercise of the powers conferred upon him by Articles 109 and 113 of the Charter of the Organization of American States and Articles 4, 8, 12 and 14 of the General Standards to Govern the Operation of the General Secretariat of the Organization of American States ("General Standards"); and

CONSIDERING:

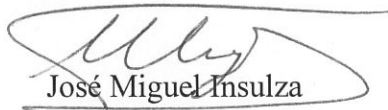
That the General Secretariat of the Organization of American States strives to ensure fairness and best practices in its institutional policies;

That Staff Rule 113.4 provides that the Secretary General, by way of Executive Order and without the approval of the Permanent Council, may amend Staff Rules not having budgetary implications, provided such amendments are consistent with the General Standards and that the Secretary General inform the Permanent Council of such amendments; and,

That the Permanent Council has been notified of the modification to the Staff Rules set out in Annex A of this Executive Order and that such modification complies with the General Standards, and does not require additional budgetary resources for its implementation,

RESOLVES:

1. To adopt for immediate entry into force the Staff Rule set out in Annex A of this Executive Order.
2. To instruct the Department of Legal Services and the Department of Human Resources to notify the staff of this modification in accordance with the procedures set out in Staff Rule 101.12.
3. To establish that this Executive Order shall enter into force on the date it is signed and that the modification to the Staff Rules set out in Annex A supersede all prior rules, regulations, and practices to the contrary.

  
José Miguel Insulza  
Secretary General

*April 4*

Date: ~~March xx~~, 2012

Attachments:

Annex A

Original: English

## ANNEX A

### Rule 106.7 Parental Leave

(a) A staff member who is a career staff member, has a continuing contract, has a fixed-term contract or is an appointee to a position of trust, and who will have served continuously at the General Secretariat for at least the one year period immediately prior to the birth or legal adoption of a child; and, who is not the birth mother entitled to maternity leave under Rule 106.6:

(i) Shall be entitled to absent her/himself from duty for a total of four weeks as a result of the adoption or birth of his/her child. The absence may be taken either continuously or in separate periods. The absence may commence no earlier than four weeks before the expected date of the adoption or birth and shall terminate no later than six months after the date of the adoption or birth.

(ii) Shall receive parental leave on full pay for the entire duration of her/his absence in accordance with Sections (a)(i). No good faith miscalculation or delay of the date of birth or legal adoption shall prevent the staff member from receiving full pay under Section (a)(i).

(b) A staff member eligible for parental leave in accordance with Section (a) above and who is a career staff member, has a continuing contract or a Series B fixed-term contract, or who is a trust appointee, and who will have served continuously at the General Secretariat for less than the one year period immediately prior to the birth or legal adoption of a child shall be entitled to use her/his sick leave under Rule 106.5 for the applicable period of time granted pursuant to Sections (a)(i).

(c) A staff member eligible for parental leave in accordance with section (a) above and who has a Series A fixed-term contract and less than one year of continuous service immediately prior to the birth or legal adoption of a child shall be entitled to use her/his accrued sick leave, as well as her/his accrued annual leave, and on her/his request, special leave without pay for the rest of her/his absence in accordance with Sections (a)(i).

(d) Sick leave, other than that provided for in Sections (b) and (c), above, shall not normally be granted for parental leave except in the event of serious complications requiring a longer absence than that provided by Sections (a)(i).

(e) Annual leave shall accrue during the period of parental leave provided that the staff member returns to service for at least six months after the completion of her/his parental leave.

(f) When a staff member makes use of special leave with partial pay or without pay, or is suspended from her/his duties without pay, she/he shall not lose the rights to parental leave that she/he has acquired by services rendered. However, when the periods of

absence for special leave cover one or more complete months, those periods of absence shall not be counted as qualifying service for parental leave. Periods of absence for less than a complete month shall be counted as qualifying service for this purpose.