



**Administrative Instruction
Ref. ICC/AI/2006/003**

Date: 20th December 2006

OTHER PARENT LEAVE

Section 1

Purpose

1. The purpose of this Administrative Instruction is to provide for the implementation of Staff Rule 106.8 and to set out the terms and conditions relating to other parent leave.

Section 2

Specific conditions

2.1. The entitlement to other parent leave applies only to staff members holding a fixed-term appointment (FTA) with the Court at the time of birth or adoption of the child.

2.2. The following conditions shall apply:

- a) Other parent leave may be taken not more than one week prior to the probable birth date or adoption date of the child, and not more than one year after the birth date or adoption date of the child.
- b) Other parent leave may be taken either in one continuous period of four weeks, or may be split into no more than two units of two whole weeks each.

- c) No leave credit shall be given for official holidays which fall during the period of other parent leave.
- c) Staff members may take other parent leave only once within a twelve-month period.
- d) Staff members shall submit proof of the birth or adoption of the child as soon as possible, but in any case no later than three months after the last day of other parent leave. If such proof is not provided, the period of leave shall be treated, depending on the circumstance, as either annual leave, special leave without pay, or unauthorized absence.

Section 3

Final provision

- 3.1. The present Administrative Instruction shall enter into force on 21st December 2006.
- 3.2 All other previous Administrative Issuances relating to Other Parent leave are hereby superseded.



Bruno Cathala
Registrar