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## **Administrative instruction**

### **Implementation of the change in the annual leave and performance appraisal cycles**

The Secretary-General hereby promulgates the following:

1. The purpose of the administrative instruction is to inform staff and administrators of the change in the cycles for annual leave and performance appraisal and in the manner in which they will be implemented.

#### **I. Annual leave**

2. The annual leave cycle has been changed to address the situation that frequently arose under the prior cycle of 1 January to 31 December, whereby, owing to exigencies of service, many staff members could not take annual leave in the last quarter of the calendar year and, as a result, would lose accumulated leave in excess of 60 days on 1 January of the following year. It is expected that the change to an annual leave cycle for the period from 1 April to 31 March of the following year will permit most staff members to use their accumulated annual leave in the first quarter of the year, a period when work pressure is not as great in many offices.

3. Any leave accumulated as at 31 December 2017 may be carried over to 31 March 2018, even if it is in excess of 60 days, in order to facilitate the transition to the new cycle.

4. There will, however, be a number of staff members who will not be in a position to take the 7.5 days of leave that will accrue in the first three months of 2018. Under strict application of the new annual leave cycle, any accumulated leave in excess of 60 days would be lost if not taken by 31 March 2018. Since the purpose of the change is to facilitate the exercise of annual leave, it has been decided that, on an exceptional basis, accumulated leave of up to 67.5 days may be automatically carried into the new cycle of 1 April 2018 to 31 March 2019. The regular maximum of 60 days will be observed starting 1 April 2019.

5. It should be noted that the above will not affect the application of the rules limiting the number of days of annual leave that may be commuted to cash when a staff member separates from service.

6. In order to simplify the processing of leave entitlements, the new annual leave cycle also applies to the use of the uncertified sick leave entitlement, which is still on a calendar-year basis.



## II. Performance appraisal cycle

7. Reference is made to the administrative instruction on the performance management and appraisal system of the International Seabed Authority (ISBA/ST/AI//2017/3), by which the performance appraisal cycle was established from 1 January to 31 December.

8. Exigencies of service similar to those cited above in reference to the annual leave cycle have been observed, along with priority tasks related to the year-end activities for financial reports, which may have a negative impact on a qualitative consultative appraisal process between supervisors and staff members on performance achieved and planning.

9. The performance appraisal cycle shall therefore also begin on 1 April of each year and end on 31 March of the following year.

10. Questions regarding the implementation of the new annual leave and performance appraisal cycles should be addressed to the Office for Administrative Services.

(Signed) Michael W. Lodge  
Secretary-General

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