



Secretariat

15 April 2024

Secretary-General's bulletin

To: Members of the staff

From: The Secretary-General

Subject: **Amendments to the Staff Rules of the International Seabed Authority**

1. The Secretary-General, pursuant to staff regulation 12.2, hereby promulgates the amendments to rule 6.3 of the Staff Rules of the International Seabed Authority ([ISBA/ST/SGB/2020/1](#)) contained in the annex to the present bulletin.
2. In accordance with staff regulations 12.2, 12.3 and 12.4, the amendments to the provisions contained in the present bulletin shall take effect retrospectively from 1 January 2023.

(Signed) Michael W. Lodge
Secretary-General



Annex

Amendments to rule 6.3 of the Staff Rules of the International Seabed Authority

Rule 6.3 Parental leave

Former text

(a) Staff members shall be entitled to parental leave with full payment upon the birth or adoption of a child, under conditions established by the Secretary-General, as follows:

(i) Staff members who give birth to a child shall be entitled to a total of 16 weeks, subject to a minimum of 10 weeks for post-delivery leave;

(ii) Staff members other than those referred to in subparagraph (i) above may be entitled to 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 may be granted for a total period of up to eight weeks.

(b) The leave may be taken either continuously or in separate periods during the year following the birth of the child, provided that it is completed during that year.

(c) Annual leave shall accrue during the period of parental leave.

Revised text

(a) Under conditions established by the Secretary-General, staff members shall be granted:

(i) Sixteen weeks of parental leave with full pay in the case of the birth or adoption of a child;

(ii) An additional period of 10 weeks of prenatal and postnatal leave with full pay for the parent who gives birth, bringing the total duration of their parental leave to 26 weeks.

(b) Staff members may avail of the 16 weeks of parental leave mentioned in paragraph (a) (i) above any time within a year following the date of their child's birth or adoption, provided that it is completed during that year.

(c) Parental leave in the case of the birth or adoption of a child under paragraph (a) (i) above may not be granted more than once in any 12-month period to be counted from the date of birth or adoption of the child. This paragraph (c) shall not apply to a parent who gives birth.

(d) Sick leave shall not normally be granted for maternity cases during the prenatal and postnatal leave mentioned in paragraph (a) (ii) above, except where serious complications arise.

(e) Annual leave shall accrue during periods of parental leave.