

FAMILY FRIENDLY POLICIES

January 2022

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Family-friendly policies can help to reduce stress and promote wellbeing, which in turn leads to better work performance.

Definitions for this document:

Internationally recruited staff members: Staff in the Professional (P) and higher categories

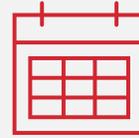
Locally recruited / national staff members: Staff in General Service and National Officer categories

Flexible Working



Flexible Hours

IOM staff members can complete the required weekly working hours at any time during the working week, with or without fixed starting or ending times. Staff members at a duty station with a flexible standard working schedule do not need individual authorization to work flexible hours, as long as they are on duty during core hours or as agreed with their supervisor.



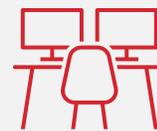
Compressed Work

Under this flexible working arrangement staff members can increase the number of hours worked per day to have a day or half a day off on a regular basis. The designated day or half-day off under this option cannot normally be carried forward or accumulated.



Remote Working

To better manage their different responsibilities in and outside the Organization, IOM staff members may, subject to eligibility, work from an alternative work site away from the office. For example, staff members may work from their home, another IOM office, or another country.



Part-Time

Staff members can request part-time employment. This means they can request to reduce their working hours to less than 40 hours per week (normal working week). Staff members working part time will receive a prorated salary, and some of their allowances will be prorated as well.

Time Off



Birth Leave

Birth leave is for staff members who are birthing parents, i.e. those who give birth. The purpose of birth leave is to allow eligible staff members a period of paid leave before and after giving birth, to prepare for and recover from delivery. Eligible staff who are birthing parents are entitled to sixteen consecutive calendar weeks of birth leave. This is in addition to parental leave.



Parental Leave

The purpose of parental leave is to allow staff members on regular, fixed-term or special short-term (graded & ungraded) a period of paid leave after birth or adoption to bond, nurture and care for their child. Eligible staff members are entitled to eight calendar weeks (40 working days) of parental leave, or twelve calendar weeks (60 working days) of parental leave for multiple births, regardless of the parental modality (birth, adoption, etc).



Time Off for Breastfeeding

Birthing parents are entitled to paid time-off for feeding for up to two hours per working day until the child's second birthday.



Family Emergency Days

IOM staff members may take uncertified sick leave for up to seven working days in a calendar year. Part or all of the seven-day uncertified sick leave may be used to attend to family emergencies, such as illness in the family.

Time Off



Special leave with full pay after serving in certain hardship locations

Staff members who serve for 36 months or more in a non-family duty station where danger pay applies have 30 calendar days of special leave with full pay, which they must use immediately after their assignment, provided they will be assigned to a new IOM duty station. The special leave must be taken in one continuous period.



Compassionate leave

All staff members are entitled to three days of paid compassionate leave in the event of death of immediate family members (spouse, child, parents and siblings). If travel is required, staff members can be granted up to two additional travel days.



Special leave without pay (SLWOP)

Staff members holding regular, fixed-term and special short-term graded contracts, under certain conditions, are eligible for SLWOP. This special leave is to assist staff members in balancing their work and family lives and responsibilities and can have durations that vary from 30 days to one year, with the possibility of extension. If the SLWOP is for a period of three months or less, the staff member and the supervisor may agree not to fill the post until the end of the SLWOP.

Benefits



Dependency Benefits

Dependency benefits include dependent spouse, single parent and child allowances for internationally recruited staff, and dependent spouse, child and secondary dependent's allowances (as per relevant salary scales) for locally-recruited staff.



Home Leave

Home leave is a travel entitlement for internationally recruited staff members, their spouse and dependent children to visit the staff member's recognized home country. The purpose of home leave is to help staff members and their families to maintain cultural and family ties with their home country.



Education Grant and Travel

An education grant is for internationally recruited staff members serving outside their home country to cover a part of the cost of educating their dependent children. IOM also offers boarding assistance and will cover the travel expenses of one outward and return journey for the child, from the staff member's duty station and the child's educational institution each year.



Special Education Grant

A special education grant is available to all staff members holding a regular or fixed-term contract when a child requires special teaching or training. The recipient of a special education grant and boarding assistance may also be entitled to payment of travel expenses for the child.

Benefits



Rental Subsidy

Internationally recruited staff members holding a regular, fixed term or special short-term graded contract can get a rental subsidy, according to eligibility criteria. The rental subsidy amount considers family size among other variables.



Non-family service

Eligible internationally recruited staff members holding a regular or fixed term contract can receive a compensation for undertaking assignments at non-family locations, incurring in involuntary separation from their families.



Settling-in Grant

The purpose of the settling-in grant is to assist eligible staff members and their family members with expenses incurred due to an assignment involving relocation. The grant comprises a daily subsistence allowance (DSA) portion and a lump-sum portion. The DSA amount takes into account each accompanying eligible family member who has travelled to the duty station within six months of the staff member's assignment at the expense of the organization.



Repatriation Grant

The purpose of the repatriation grant is to facilitate staff members' re-insertion into their home country upon separation from IOM. The grant is an earned service benefit available to internationally recruited staff members. The amount depends on multiple factors, including staff member's recognized dependents at the time of separation.

Health and Wellbeing Support



Wellbeing Support

Staff Welfare recognizes staff members' different life and family circumstances and offers a range of psychological support to international and national staff members. Staff Welfare offers counselling in twelve languages, seminars on various topics, and help to create wellbeing support networks.



OHU Support

The Occupational Health Unit (OHU) is an essential Unit in ensuring staff members and their families are in good health. The Unit provides advice to IOM management, manages occupational health and well-being programs, and responds to critical events (such as epidemics and environmental disasters) affecting the health and wellbeing of staff members and their dependents.



Medical Insurance

Medical insurance at IOM is provided through the Health Insurance (HI) and the Medical Services Plan (MSP), according to staff member's category, contract types and duration, duty station and contractual conditions. The insurances cover staff members who are participants and their eligible family members.



Pension Fund

Both national and international staff members on regular and fixed-term contracts are eligible to participate in the United Nations Joint Staff Pension Fund, under certain conditions. The UNJSPF provides many benefits including survivors benefit, providing more security to the families of IOM's staff members.