STAFF

**Overview**

The GSTC Secretariat is based in Washington DC and is housed at the UN Foundation. While the UN Foundation acts as Paymaster, staff of the GSTC will follow the policies and a procedure prescribed in the UN Foundation Human Resources Handbook, and therefore, delegates the human resources administration to the UN Foundation Human Resource Team. The following contains information on the GSTC employment policies, procedures and benefits. All employees of the GSTC are considered “at will” and their employment may be terminated at any time, with or without notice, with our without reason.

Employment

The Executive Director shall appoint the staff of the Secretariat. The staff shall be selected on as wide a geographical basis as possible and there shall be no discrimination on gender, ethnic or religious grounds.

The GSTC, as a US registered organizations will abide by the laws of the Unites States and the jurisdictions it operates in.

1. **Equal Employment Opportunity**

The GSTC provides equal employment opportunity to its employees and applicants without regard to age, color, disability, marital status, national origin, citizenship status, race, religion, gender, sexual orientation, gender identity, veteran status, and other legally protected categories. The GSTC is committed to attracting and retaining a talented diverse workforce.

This policy governs all aspects of employment, including recruitment, all forms of compensation and benefits, classifications and assignments, transfers, promotions, training and development, demotions, layoffs and return from layoffs, terminations, and all other actions affecting employment.

1. **Discrimination Prevention**

All employees have the right to work in an environment free from discrimination, which includes unlawful harassment, intimidation, ridicule, or insult. Title VII of the Civil Rights Act of 1964 the United States prohibits such discrimination on the basis of sex (including pregnancy, childbirth, and related conditions), race, ethnicity, color, religion, or national origin. Other laws prohibit discrimination based on age (40 years or older), disability, marital status, military service, personal appearance, sexual orientation, family responsibilities, political affiliation, citizenship status, ancestry, and certain medical conditions.

The GSTC is committed to protecting its employees from all types of illegal discrimination. The GSTC will not tolerate any form of discrimination or harassment based on the above mentioned characteristics that adversely affect the terms or conditions of employment or that is so pervasive it has the effect or purpose of altering an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual and otherwise. Furthermore, employees are responsible for respecting the rights of their colleagues.

1. **Unlawful Harassment Prevention**

The GSTC aspires to maintain an environment where all employees are treated with dignity and professional courtesy. Toward that end, slurs, insults, epithets, disparaging remarks, jokes, or other type of harassment that are based or directed toward any legally protected group are expressly prohibited in the workplace. This includesconduct that may be intended as harmless, benign, or playful but is not perceived as such by the recipient or the onlooker.

In support of this policy, all employees are requested to treat others as they wish to be treated themselves and are required to:

* Treat co-workers and colleagues with respect;
* Refrain from making offensive/insulting remarks to or about others in the workplace; and
* Discuss concerns about inappropriate treatment or behavior by co-workers, colleagues, supervisors, managers, contractors, and other individuals as noted in the Complaint Procedure.

Examples of this type of conduct include, but are not limited to:

* Leering, staring, or making offensive gestures or sounds;
* Telling or distributing lewd, racist, ethnic, off-color, or other offensive jokes;
* Writing or sending racially or ethnically offensive or obscene letters, comments, or poems, etc.;
* Displaying sexually suggestive or racially, ethnically offensive objects, pictures, posters, or calendars;
* Using degrading words, pictures, or sounds to describe an individual.
1. **Sexual Harassment Prevention**

Harassment on the basis of sex violates Title VII of the Civil Rights Act of 1964 and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

* Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
* Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
* The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment regardless of whether that individual is the target of the harassment.

Unwelcome behavior of a sexual nature or based on sex may include, but is not limited to: sexually suggestive statements, questions or jokes; comments of a sexual nature about a person’s physical appearance; sexual innuendos; offensive touching such as stroking someone’s hair; or otherwise touching in a sexually suggestive manner; obscene gestures or suggestive sounds; displays of sexually suggestive pictures, materials, or objects, invasive flirtations, sexual advances and/or propositions (including repeated requests for dates); as well as sexual bribery.

The GSTC strictly prohibits sexual harassment, whether committed by employees, contractors, consultants, grantees, guests, or vendors.

Although the GSTC has no control over the behavior or individuals who are not GSTC employees, and therefore is not responsible for the behavior of such persons in most cases, the GSTC through the UN Foundation will nonetheless make every reasonable effort to protect employees from harassment by such individuals.

Specifically, no one shall threaten or insinuate, either explicitly or implicitly, that an employee’s submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee’s employment, wages, advancement, assignment, duties, shifts, or any other condition of employment or career development.

Any employee of the GSTC who believes that they have been the subject of unlawful sexual or other harassment should access the Complaint Procedure highlighted in the UN Foundation Human Resource Handbook and contact the Executive Director.

Recruitment and Selection

Recruitment is conducted in an affirmative manner to ensure open competition for all positions, provide Equal Employment Opportunity, and prohibit discrimination because of race, color, sex, gender, age, marital status, veteran status, sexual orientation, pregnancy, ancestry, national origin, religion or belief, political affiliation or opinion, physical or mental disability, or any other legally protected group.

1. **Recruitment Approval Procedures**

The approval of new staffing positions will be acquired by following these procedures:

* Staffing recommendations will be submitted by the Executive Director to the GSTC Executive Committee.
* The Executive Director will draft the job description for the GSTC position and will submit to the GSTC Executive Committee together with the GSTC staffing budget for their review and approval.
* Once approved by the Executive Committee, the recruitment for a position is initiated when the UN Foundation Chief of Staff and Human Resource department agrees to the job description.
* Following agreement on the job description, the Executive Director submits a written request to the UN Foundation Chief of Staff for approval and verification that the position is authorized and funds are available. Approved requests are forwarded to the UN Foundation Human Resources.
* To request that a position be filled, the Executive Director shall submit a Recruitment Authorization Form to the UN Foundation Human Resources Department. The form must include all applicable position data, funding account number, and any special advertising or hire requests. The position description must be finalized prior to advertising on the UN Foundation website on behalf of the GSTC.
1. **External Postings**

In order to increase the applicant pool, most vacancies are advertised externally for at least two (2) weeks in area(s) which shall most likely produce the best qualified applicants. After review by the Executive Director, the UN Foundation Human Resources Department will coordinate interviews with all qualified candidates who requested consideration for a position and most closely match the job requirements.

1. **Application Screening**

Resumes are received and screened in UN Foundation Human Resources. Only candidates selected for interviews are contacted. Screened resumes are forwarded to the Executive Director for review. The Executive Director, in consultation with GSTC Board Members or Working Group Chairs, and UN Foundation Human Resources cooperate in the identification of candidates to receive further consideration.

During the screening and interviewing process, Human Resources assesses the success of recruiting efforts through assuring consideration of resumes from diverse individuals who meet qualifications of the position, calculation of the number of resumes received from diverse individuals, and review of the diverse individuals interviewed.

1. **Interview Process**

The UN Foundation Human Resources schedules the interviews. The applicant is referred to the Executive Director. In some cases, an interview team may be appointed to assist in the selection. This team may include GSTC Board Member and/or GSTC Working Group Chairs. Finalists for key positions are selected by the Executive Director.

1. **Hiring**

Hiring recommendations are submitted by the Executive Director to the UN Foundation Chief of Staff and Human Resources. Following approval by the UN Foundation Human Resource Department, the Executive Director notifies the applicant and negotiates a starting date; makes the job offer and prepares the hire letter.

Operations

The GSTC is a global organization and as such will seek to recruit staff around the world as appropriate. Staff will be contracted in the United States and have to live and abide by the laws and regulations of the United States. Until such time that GSTC has legal operations in other countries, it may not hire staff abroad.

The GSTC will seek some of its services from outside contractors. These contractors will be contractually bound to the UN Foundation and will represent GSTC in the role assigned and the regions established.

Reporting Guidelines

GSTC Staff will report to the GSTC Executive Director who will report to the GSTC Board of Directors.

GSTC Staff will submit a working plan for the upcoming year in December. This will be the basis for the reporting. Staff will submit a written report of the highlights of their activities 4 weeks prior to the Board meetings. These reports will inform the Executive Director’s quarterly report to the Board.

Every quarter the Secretariat will report to the Board on the activities conducted and the financial status of the organization.

At the end of the year, the team will evaluate the GSTC’s progress towards the Performance Evaluation metrics. The metrics are defined by the following GSTC goals.

Performance Evaluation

At the end of the year the staff will report on their annual performance that will be reviewed by the Executive Director and the Executive Director’s by the Executive Committee. Staff members will provide a written form by the end of the year, including a development plan for the upcoming year.

The staff will meet with their supervisor and discuss the outcomes of the year, provide and receive feedback and agree on the upcoming years priorities.

Compensation & Benefits

GSTC salary is commensurate with experience. Actual salary will depend on qualifications and anticipated contribution to the Global Sustainable Tourism Council. Compensation will be paid by the Global Sustainable Tourism Criteria. Salary increases will be determined by the Executive Director and Executive Committee, based on approved budget and measured against performance. If the UN Foundation increases salaries based on inflation that benefit the GSTC employees as well.

As such, GSTC staff is entitled to the benefits offered by the UN Foundation including 100% of medical, dental, vision, life and disability insurance premiums for its employees and 75% of medical and vision for employees' dependents.

1. **Holidays and Leave**

The GSTC provides the following paid holidays practiced in the U.S. for employees:

***New Year's Day***

***Martin Luther King, Jr. Day***

***Inauguration Day***

***President's Day***

***Memorial Day***

***Independence Day***

***Labor Day***

***Columbus Day***

***Veteran's Day***

***Thanksgiving Day***

***Day after Thanksgiving***

***Christmas Eve***

***Christmas Day***

Holidays falling on Saturday will usually be observed on Friday; those falling on Sunday will usually be observed on Monday.

To be eligible for paid holiday leave, an employee must be on full pay status (i.e., work, annual leave, or other leave with pay status) on both the workday preceding and the workday following the scheduled holiday.

Holidays that fall during a period of paid leave (i.e., annual leave) will be charged to holiday and not against the employee’s annual leave.

Temporary employees and employees on unpaid leave are not eligible for holiday pay.

Part-time employees will accrue holiday leave on a pro-rated basis proportionate to the number of hours worked per week

From time to time and at its sole discretion, the GSTC may change, add or delete the observance of a paid holiday.

Employees stationed in other countries will follow the countries holiday calendar.

1. **Leave Requests**

All requests for annual leave, sick leave, or personal days must be approved in writing in advance by the Executive Director. Approved leave requests should be listed on individual and team calendars.

1. **Annual Leave**

The GSTC provides annual leave to enable eligible employees to have time away from work for rest, relaxation, or other personal reasons. Annual leave is computed bimonthly from an employee’s full time hire date. Annual leave may not be taken until it becomes available, and may not be taken until three (3) months of employment have been completed, unless the Executive Director and the UN Foundation Chief of Staff grants an exception for unusual circumstances.

When planning annual leave, consideration should be given to the annual leave plans of other staff members, programs, meetings, or other activities, where the employee attendance may be required.

1. **Eligibility**

All regular full‑time and regular part‑time employees not otherwise classified as temporary are eligible for paid annual leave. Employees begin accruing annual leave on their date of hire. The introductory period of three (3) consecutive months must be completed before a request for an annual leave is considered for approval. Employees may not use annual leave prior to accrual.

In the event that an employee leaves the Foundation before the end of the initial three (3) month introductory period, accumulated annual leave will be forfeited and will not be paid.

1. **Accruals**
* Regular full‑time employees accrue twenty (20) days of annual leave per year, prorated from date of hire, and calculated at a rate of 6.67 hours per pay period.
* Regular part‑time employees will be eligible to receive annual leave on a prorated basis proportionate to the number of hours worked per week.
* Temporary employees, including interns and other seasonal employees do not accrue annual leave.
1. **Usage**

Exempt employees may not take annual leave in increments of less than one (1) day except under special GSTC closing rules. Non-exempt employees may not take annual leave in increments of less than one (1) whole hour. No partial hours may be taken.

1. **Maximum Accrual**

Employees are required to use annual leave during the year in which it becomes available, and any unused annual leave will be forfeited if not used. However, if work requirements preclude full use of accrued annual leave, full time employees may carry over up to a maximum of twenty (20) days of annual leave for use in the next calendar year. Annual leave carry over for part time employees will be determined on a case by case basis and will be based on the average number of hours worked each calendar year.

Unused annual leave will be automatically donated to the Sick Leave Bank. No requests to carry forward more than maximum number of annual leave will be considered for full time and part time employees.

1. **Advanced Leave**

Under special circumstances and with written approval, the GSTC Executive Director may grant benefit eligible employees an advance of up to five (5) days paid annual leave. This annual leave advance must be repaid as the employee accrues annual leave. Approval for advanced annual leave will be granted only if the employee provides written authorization to the GSTC to subtract the amount of annual leave pay used, but not accrued, from the employee’s final paycheck in the event the employee resigns or is terminated before accruing sufficient annual leave to cover previous annual leave taken, except where such prohibited by law.

1. **Payment Upon Resignation**

Upon dismissal, employees will receive payment of accumulated but unused annual leave up to maximum accrual of twenty (20) days. Upon resignation, employees who comply with the minimum notice of resignation policy set forth above also will receive payment for unused leave up to a maximum of twenty (20) days. However, employees who fail to provide the minimum notice of resignation will forfeit any accumulated, unused annual leave, and will not receive payment for such leave.

1. **Sick Leave**

The GSTC provides paid sick leave to employees who are absent due to (a) any illness or injury of the employee, (b) illness or injury of the employee's "family member", (c) disability, (d) medical or dental appointments that cannot be reasonably arranged at times other than during the working day.; or (e) absence because the employee or the employee's family member is a victim of stalking, domestic violence, or sexual abuse, provided the absence is directly related to obtaining medical, social, or legal services for the same.

Sick leave may be used for illness, pregnancy, non-work related injuries, and medical and dental appointments, including to attend medical appointments for family members.

"Family member" for purposes of Sick Leave only, means:

* the employee's spouse or domestic partner;
* a person with whom the employee shares or has shared, for not less than the preceding 12 months, a mutual residence and with whom the employee maintains a committed relationship;
* the employee's children, including foster children and grandchildren and a child who lives with the employee and whom the employee permanently assumes and discharges parental responsibility;
* the spouses of the employee's children;
* the employee's parents;
* the employee's brothers and sisters; and
* the spouses of the employee's brothers and sisters.

Pregnancy and related prenatal and post‑natal medical conditions, to the extent that they make it medically inadvisable for the employee to work, will be considered to be an "illness or injury" within the meaning of this Section.

1. **Eligibility & Accrual**

All regular full-time employees can accumulate to up to ten (10) sick days per year for absences due to illness of the employee, or a direct dependent. Calculated at a rate of 3.34 hours per pay period, this leave is prorated from the date of hire. Only available sick leave may be is taken. Regular part-time employees will accumulate sick leave, prorated from the date of hire, and based on the number of regularly scheduled hours to be worked.

1. **Usage**

No employee may use paid sick leave until employed by the GSTC for one (1) month. Paid sick leave may not be taken in advance of its accumulation without the permission of the Executive Director and UN Foundation Chief of Staff.

Exempt employees may not take sick leave in increments of less than one (1) day. Non-exempt employees may not take sick leave in increments of less than thirty (30) minutes.

Sick leave pay, to the extent it has been accumulated, will begin immediately upon sickness or injury, and will continue for each working day of incapacity due to illness or injury thereafter until the employee's accumulated sick leave has been exhausted.

Accumulated sick leave generally may be taken any time an employee is unable to work due to illness or injury.

A claim that an employee's absence is covered by accumulated sick leave must be made on the timesheet for the time period in which the absence occurs, and be approved by the employee's supervisor.

1. **Notification**

If illness or injury will keep an employee from work, he/she must call the Foundation offices as soon as possible, but no later than 15 minutes prior to the beginning of the workday. In addition, an employee must call in each subsequent day absent. Sick leave absences beyond three (3) days may require a doctor’s statement before an employee may be allowed to return to work and/or to determine eligibility to receive sick leave.

In the event an employee is absent from work for three or more days for a reason that would qualify for leave under the Family Medical Leave Act (FMLA), the Foundation has the option to treat the leave as FMLA Leave. The Foundation reserves the right to request a physician’s statement for any sick leave taken.

1. **Certification.**

Employees who are unable to work for medical reasons other than temporary, minor ailments will not be permitted to return to work until they present Human Resources with a documented clearance to work from a licensed health care provider that states specifically any limitations on the employee’s ability to perform all the essential functions of the job.

1. **Maximum Accrual**

Sick leave may be accumulated from year to year. The Foundation extends this benefit to employees in addition to its short- and long-term disability for the sole purpose of offering an economic safeguard in the event of prolonged disability during employment, including pregnancy.

Short-term disability and long-term disability will be considered in any instance where the leave required for illness exceeds fifteen (15) days as per the terms of the GSTC’s short- and long-term disability insurance policies and providing the employee has elected the coverage.

1. **Negative Balance**

If an employee has used more sick leave days than has been accumulated, any additional absences will be charged to the employee’s annual leave. If an employee has no accrued leave and leave from the sick leave bank is not available or is not approved, any additional time off will be unpaid. Sick leave may not be used to extend annual leave or for any kind of personal leave. Employees are expected to act with integrity in the use of sick leave.

1. **Payment Upon Termination**

Accumulated sick leave will not be paid to an employee upon resignation or termination of employment. Except where prohibited by law, upon separation from the Foundation, the employee will reimburse the Foundation for any advanced and unearned sick leave; the Foundation may deduct the amount due from the employee's final paycheck and the remainder due, if any, will be promptly remitted to the GSTC.

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1. **Abuse of Sick Leave**

If the GSTC believes the sick leave is being abused, the GSTC may require a statement from the employee's attending physician or dentist, provided at the employee's expense, in support of any claim to sick leave.

In addition, the GSTC may in its discretion require an employee claiming benefits under any Workers Compensation law to submit to any examination at the GSTC’s expense by a physician or dentist of the GSTC's choice. Any failure of an employee to file a timely claim, to provide requested medical documentation, or to submit to a requested examination will result in the forfeiture of the employee's claim that the absence is covered by accumulated sick leave.

1. **Sick Leave Bank**

A sick leave bank has been established for all regular employees who have been employed at least six (6) months and who may have the need for extra emergency leave days due to illness or unforeseeable circumstances.

1. **Donations**

Employees may voluntarily donate up to five (5) days of sick leave to the bank per calendar year by giving written notice to the Executive Director and UN Foundation Senior Director of Human Resources or donations may be made to a specific employee who meets the eligibility requirements for using sick leave from the bank. Automatic donations of annual leave hours in excess of 160 will be transferred to the bank annually.

1. **Sick Leave Bank Usage**

Employees may receive payment for absences from the leave bank at the discretion of the Executive Director and UN Foundation Senior Director of Human Resources. All emergency leave or leave received from the bank must be approved by the Senior Director of Human Resources and is available only after the employee’s annual, personal, and sick leave has been exhausted. The number of hours allocated to employees requesting leave will be determined on a case-by-case basis.

The Executive Director and UN Foundation Senior Director of Human Resources will monitor all use of the leave bank and reserves the right to refuse usage of this leave.

1. **Appeal**

Employees may appeal the decision of the Senior Director of Human Resources in writing within five (5) days to the Executive Director and UN Foundation Chief of Staff. The decision of the UN Foundation Chief of Staff will be final and not subject to further appeal.

1. **Continued Accrual**

Employees will accrue additional paid sick leave and annual leave at their regular rate per pay period during the paid leave portion of any sick or annual leave period. Except for the Foundation's contribution to the retirement plan, all other benefits will continue in full force for up to six (6) months of paid leave. The Foundation's contribution to the employee's retirement plan will be suspended once the employee goes on leave without pay and will not resume until the employee returns to paid work status.

1. **Leave of Absence without Pay**

Upon written application to and written permission from the Executive Director and UN Foundation Chief of Staff, a leave of absence without pay for any reason other than those provided for in Family and Medical Leave Act Policy (FMLA) may be granted to any employee for reasonable cause. The Chief Executive Officer and/or the Chief of Staff will determine, in his/her sole discretion, what constitutes "reasonable cause" for such leave, whether a request for such leave will be granted, and the duration of such leave; provided, however, that such leave will not be approved for a period to exceed thirty (30) calendar days, and may be extended for additional periods up to thirty (30) calendar days.

Applications required to be filed under this Section will be denied as untimely if not filed at least two (2) weeks before the date on which the employee proposes that the requested leave or extension is to start, except that in the case of a bona fide emergency a lesser notice may be accepted at the discretion of the Executive Director and UN Foundation Chief of Staff.

Leaves of absence without pay may not commence until the employee requesting leave has exhausted all of his/her accumulated annual and personal leave and, where applicable, accumulated sick leave.

Employees must have their work current before commencing a leave of absence. Authorizations for leave will be conditioned upon the employee's making provision to the satisfaction of the immediate supervisor for appropriate disposition of the work assignments during the employee’s absence.

Failure to meet all such conditions of such authorization will cause the authorization to be revoked automatically. An authorization thus revoked will be reinstated only upon written certification provided to the Executive Director and UN Foundation Chief of Staff by the employee's supervisor stating that all previously unfulfilled conditions have been met; and any such reinstated authorization may be made subject to any further action that the Executive Director and UN Foundation Chief of Staff deems to be in the best interest of the GSTC.

The GSTC's contribution to the employee's retirement plan will be suspended once the employee goes on leave without pay and will not resume until the employee returns to a paid work status. Except as discussed under Sick Leave and Family Medical Leave Act Policy (FMLA), an employee on leave without pay may remain in the benefits programs at the discretion of the contract and an employee on leave without pay will not accrue other types of leave.

Employees carrying dependent coverage for health and dental insurance plans must make payment arrangements with Human Resources prior to the beginning of leave without pay.

A leave of absence without pay will not interfere with the accumulation of seniority, which will continue when the employee resumes work and will be added to the previous total before the leave. Leave without pay is not counted as part of the employee's service with the GSTC.

Employees on leave without pay do not accrue other types of leave during that period and all other benefits cease except in instances of Family and Medical Leave or Military Leave.

1. **Personal Leave**

Personal leave is intended to provide additional time off at the discretion of the employee, subject to staff scheduling. For example, without limitation, an employee may use personal leave to celebrate a religious or ethnic holiday, for personal business that cannot be conducted during nonworking hours or for personal crises, for court appearances, for bereavement or for serious illness in the family.

1. **Accrual**

All regular full-time employees will accrue three (3) personal leave days at the beginning of each fiscal year. Regular part-time employees will be eligible to receive personal days on a prorated basis proportionate to the number of hours worked per week.

Personal leave must be used during the fiscal year in which it accrues and cannot be carried over. Personal days will be prorated in the following manner during an employee's first calendar year of employment:

Date of Hire Personal Days

January 1 to April 30 3 days

May 1 to August 31 2 days

September 1 to December 31 1 day

1. **Payment Upon Termination**

Personal days cannot be converted to pay upon resignation or termination nor may they be used within the last two (2) weeks of employment when an employee has given notice of resignation or has been given notice of termination by the Foundation.

1. **Notice**

 An employee must provide one (1) week’s notice prior to using personal days; however, personal leave will not be denied if less notice is given due to an emergency.  The Executive Director or UN Foundation Chief of Staff may waive this notice provision at their discretion.

1. **Usage**

Exempt employees may not take personal days in increments of less than one (1) day. Non-exempt employees may not take personal days in increments of less than one (1) whole hour. No partial hours may be taken.

1. **Administrative Leave**

Administrative leave is a paid absence from work without charge to earned leave. The Executive Director or UN Foundation Chief of Staff may grant administrative leave to benefit eligible employees when natural causes such as inclement weather or other unforeseen events occur which prevents employees from reaching the place of work. Such leave may also be granted during the course of the work day at the sole and unrestricted discretion of the Chief Executive Officer or the Chief of Staff.

Benefit eligible employees who are at work, scheduled to work, or on approved leave when administrative leave is declared shall be eligible for administrative leave.

1. **Bereavement Leave**

Employees will be granted up to five (5) days of bereavement leave in the event of death of a member of an employee's immediate family.

Immediate family, for purposes of bereavement leave, includes the following: parent, stepparent, child, stepchild, spouse, domestic partner, sibling, grandchild, grandparent, mother- and father -in law, and foster children or any other person who has lived in the employee’s household for a period of at least three (3) years and as to whom the employee has been appointed legal guardian.

If a holiday falls during approved paid bereavement leave, the holiday will be charged to holiday leave and will not be considered part of the employee’s bereavement leave. Should an employee request bereavement leave while on annual leave, such time will be charged to bereavement leave. Employees may not be paid simultaneously for bereavement leave and annual leave.

Human Resources Handbook

It is the intent of the GSTC to clarify the definitions of employment categories so that employees understand their employment status and benefits eligibility following the conditions outlined in the UN Foundation Employee Handbook.

Please consult the GSTC Secretariat regarding the UN Foundation HR Handbook.