



Administrative Instruction

Ref: ICC/AI/2011/003

Date: 12 July 2011

STAFF DEVELOPMENT LEAVE

The Registrar, for the purpose of setting out rules and procedures governing staff development leave and pursuant to section 3.2 of Presidential Directive ICC/PRES/D/G/2003/001, promulgates the following:

Section 1

Purpose

1.1 The objective of the staff development leave is to encourage staff members' pursuit of professional/academic training in support of their career development goals and to provide an opportunity for such staff members to bring this added value as their contribution to the Court, in line with the Court's human resources strategic objectives.

Section 2

Duration

2.1 Staff members may apply for a maximum of ten (10) working days of staff development leave per calendar year. In exceptional circumstances, the Registrar or the Prosecutor, as appropriate, may approve more than ten (10) days of staff development leave.

2.2 Staff development leave, if approved, shall be granted as special leave with pay.

2.3 Staff members who wish to apply for a longer period of special leave without pay for study or research may submit such request to the Registrar or the Prosecutor, as appropriate, pursuant to Staff Rule 105.3(b)(i). In this case, staff members may also request staff development leave in addition to the period of special leave without pay.

Section 3

Eligibility

3.1 Subject to the approval of the Registrar or the Prosecutor, as appropriate, and subject to the

exigencies of service, staff development leave may be granted for professional development related purposes undertaken at staff members' own cost.

3.2. For purposes of paragraph 3.1, professional development purposes shall include advanced education, professional seminars/workshops and refresher courses.

3.3. Staff members on fixed-term appointments in both General Service and Professional and higher categories are eligible to apply for staff development leave if they have completed one (1) year of service.

3.4. The conditions of this Administrative Instruction shall not apply to training courses which are part of the Court's learning programmes.

Section 4

Application Process

4.1 Staff members who wish to apply for staff development leave shall submit a staff development leave request contained in the Annex to this Administrative Instruction to the Registrar or the Prosecutor, as appropriate, through their supervisor and their Head of Division, or Head of Section for staff members who do not belong to a Division. Staff members shall provide relevant information for purposes of such request.

4.2. For purposes of paragraph 4.1, relevant information shall include an outline of the course, invitation letter or registration with a university.

4.3. Upon return to work, staff members shall also submit relevant documentation on attendance of training courses or professional workshops. If such documentation is not provided within twenty (20) working days after return from staff development leave, the absence during the relevant period will be considered as annual leave or special leave without pay, as appropriate.

4.4. Staff members who are studying for a bachelor or advanced degree may submit one request for ten (10) days of leave and utilise this over a period within the calendar year.

4.5. Staff development leave may be requested in units of days and half days.

4.6. When reviewing a request for staff development leave, the Registrar or the Prosecutor, as appropriate, shall consider the following factors:

- i) Relevance of the study or training to the staff member's current job or career plans;
- ii) Impact and benefits to the operations of the Court;
- iii) Other training opportunities which have been granted to the staff member through the Court's learning programmes.

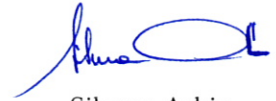
4.7. Approved requests will be returned to applicants who will be responsible for informing their supervisors and submit the approved request to their designated time administrator. The absence due to staff development leave shall be recorded similar to all other forms of leave.

4.8. Approved staff development leave which is not utilised within the calendar year may not be carried over to the following calendar year. Staff members who wish to apply for staff development leave in the following calendar year must submit a new request for approval.

Section 5

Final provisions

- 5.1 The present administrative instruction shall enter into force on 12 July 2011.



Silvana Arbia
Registrar

Annex 1 to Administrative Instruction ICC/AI/2011/003 on Staff Development Leave

STAFF DEVELOPMENT LEAVE REQUEST

LAST NAME	FIRST NAME	INDEX NO.	ENTRY ON DUTY DATE	OFFICE

REASON FOR STAFF DEVELOPMENT LEAVE (*please select the relevant box*)

1. ☐ Professional Development Course/ Conference
2. ☐ Advanced Education – B.A./ Masters/ PhD (max. of 10 days per calendar year)
3. ☐ Presenting guest lecture (academic/professional institution)
4. ☐ Intensive French/ English Course
5. ☐ Other:

DATE(S): From _____ to _____ Total: _____ DAYS

(N.B.: Staff members requesting a maximum of 10 days for advanced education do not have to specify the dates for the calendar year, only the appropriate year. Once the request has been approved by the Registrar or Prosecutor, as appropriate, days taken should be coordinated with the immediate supervisor.)

PLEASE PROVIDE A BRIEF DESCRIPTION AND DETAILS ACCORDING TO THE OPTION YOU HAVE SELECTED ABOVE:

(N.B.: All requests are to be submitted with copies of relevant documentation e.g. course outline, invitation letter, registration letter with university, etc.)

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APPROVAL BY SUPERVISOR:

Name: _____ Division/Section: _____

Signature: _____ Date: _____

APPROVAL BY HEAD OF DIVISION/SECTION:

Name: _____ Division/Section: _____

Signature: _____ Date: _____

APPROVAL BY REGISTRAR OR PROSECUTOR:

Signature: _____ Date: _____