United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Ms. Martha Natale, Sr. Administrative Officer
A: Office for the Coordination of Humanitarian Affairs

DATE: 1 July 2003
REFERENCE: ocha/2003

THROUGH:
S/C DE:

FROM: Gunda Narang, Officer-in-Charge
DE: Offices at Headquartes with Field Activities Section
Operational Services Division/OHRM

SUBJECT: Ms. Liberty NANJEGO – adoption leave
OBJET:

1. Please refer to your memorandum dated 24 June 2003 recommending approval on the request of Ms. Liberty Nanjego for adoption leave for the period while she is in Uganda, as an exception to section 4.2 of ST/AI/2002/7.

2. I am pleased to inform you that the Office of Human Resources Management has approved your request on an exceptional basis (log no. 503 refers). Should Ms. Nanjego not be granted the adoption of her niece and nephew, her period of adoption leave should be converted to annual leave or Special Leave without Pay (SLWOP).

3. Please implement the above action accordingly.