**Hours of Work**

# Work Week

1. The organizations of the Common System have agreed to establish a common workweek among their representations at the same duty station. A common workweek is to be understood as a similar (equal) length of the workweek — i.e. the number of scheduled hours of work in a week — among United Nations system organizations at a duty station. The actual scheduling of working hours may vary from organization to organization, usually following the pattern of their counterparts in the government. The common workweek has the advantage of encouraging equity among United Nations system staff at the duty station.

**Official Hours of Work**

# Working hours

1. In duty stations outside New York, the UNDP Resident Representative (RR) or Head of Office establishes the normal official working hours in consultation with the other UN system agencies’ representatives and members of the Local Salary Survey Committee (LSSC), and taking into consideration local government working hours and prevailing practices.

1. In New York, the normal working hours are from 9:30 am to 5:30 pm, Monday through Friday, with a break of one hour for lunch. During the period when the General Assembly is in session (1 October to 31 December), the working hours are from 9:30 am to 6:00 pm.

1. Staff members are required to work during the hours set by the RR or Head of Office, unless they are working under a flexitime or part-time arrangement. Exceptions may be made by the RR or Head of Office as required.

1. Working hours for each UNDP office are normally between 35 and 40 hours per week. For certain categories of staff, the normal workweek may be longer, in compliance with prevailing practices of the best local employers as established in the local salary scale.

# Lunch break

6. In accordance with International Labour Organization (ILO) practices, all staff members, except those working on a part-time basis, must take a minimum 30-minute lunch break during the regular workday.

# Official Holidays

1. The organizations of the Common System have 10 official holidays annually, including those official holidays mandated by the General Assembly, which shall be observed at all duty stations.

1. The official holidays not mandated by the General Assembly are designated by the Secretary-General at Headquarters, and by the RR or Head of Office, in consultation with the agency representatives at the same duty station. These holidays are applicable to all Common System organizations in the duty station.
2. If any official holiday occurs on a non-scheduled workday, either the preceding or the following day is considered an official holiday.

# Designated Holidays

10. The General Assembly in March 1998 decided to increase the number of official holidays from nine to ten each year, to observe the two holidays of Eid Al-Fitr and Eid Al-Adha. As a result, staff members at all duty stations are to observe the two holidays of Eid Al-Fitr and Eid Al-Adha. The remaining eight official holidays should be decided on at each duty station, after consultation with UN Common System organizations and staff (see paragraph 11 below).

# Offices outside New York

11. In offices outside New York, eight of the ten official holidays are designated annually by the UNDP RR or Head of Office, following consultation with the other UN agency representatives at the same duty station.

# New York Office Holiday Schedule

1. The 10 official holidays in NY are the following:
   1. New Year’s Day (1 January);
   2. President’s Birthday (third Monday in February);
   3. Good Friday (Friday preceding Easter Sunday);
   4. Eid Al-Fitr;
   5. Eid Al-Adha;
   6. Memorial Day (last Monday in May);
   7. Independence Day (4 July);
   8. Labour Day (first Monday in September);
   9. Thanksgiving Day (fourth Thursday in November); and
   10. Christmas Day (25 December).

1. If one of the above days occurs on a Saturday or Sunday, the preceding Friday is considered an official holiday in lieu of Saturday and the following Monday in lieu of Sunday.

1. If a holiday falls during a period of annual or sick leave, the staff member will receive credit for that day — i.e. the holiday will be recorded as a holiday and not a sick or vacation day.

# National, Local and Religious Holidays

15. Absence from work on any national, local or religious holiday is charged to annual leave, unless that day is one of the 10 official UNDP holidays at the duty station concerned (see paragraph 11 above).

# Holiday Credit during Special Leave

16. If a holiday falls during a period of special leave — for example, maternity leave or special leave without pay — the staff member does not receive credit for that day (i.e. the holiday is included as part of the period of special leave).