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## 327 (App. E) - Flexible Work Schedule

### FLEXIBLE WORK SCHEDULE

These guidelines set out the conditions under which staff members

A flexible work schedule allows for flexible hours to be worked by staff members in terms of starting and ending times as well as length of lunch breaks. A flexible work schedule can enable staff members to select and alter their work schedules to better fit personal needs and help balance work, personal, and family responsibilities.

Flexible work schedules are voluntary work schedules that are approved by supervisors and heads of office or Division Directors. However, a flexible work schedule is not a staff entitlement nor it may be suitable for all jobs. Upon request from an eligible staff member, a flexible work schedule will be considered in light of the demands of the staff member's Division/Office.

Flexible work schedules apply at Headquarters and offices outside of Headquarters

1 of the Food and Agriculture Organization of the United Nations (FAO) may be authorized to work on a flexible work schedule. 2. The introduction and operation of flexible working arrangements in a Division/Office must not result in additional costs for the Organization.

### 1. CONDITIONS FOR FLEXIBLE WORK SCHEDULE

#### Eligibility

Requests for a flexible work schedule will be considered only for those staff members who have successfully completed their probationary period.

#### Normal Working Hours

As indicated in [Staff Rule 302.1.1](#), the Organization's normal working hours at Headquarters are from 8:30 a.m. to 5:00 p.m., Monday through Friday, with an interruption of one hour for lunch. During Conference and Council sessions, the aforementioned normal working hours are extended by an additional half-an-hour. In line with the above, a normal work week at Headquarters is 37.5 hours (and 40 hours during Council and Conference sessions).

At offices outside Headquarters, the working hours are established "

taking into account local custom, climatic conditions, the practice of other agencies in the area, and the practical requirements of the office".

#### Flexible Hours - Headquarters

Flexible work schedules do not impact on the duration of the work week. They are agreed upon with the understanding tha

(a) Staff members must complete:

i. under full time employment status, a minimum of seven and a half hours of work per day in addition to the prescribed lunch break (during Council and Conference sessions eight hours must be completed);



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ii. under part-time employment status, 50 or 80% of the normal workweek in accordance with Appendix B of this Manual Section;

(b) The range of the working hours within which starting time may be selected is from 7:00 a.m. and 10:00 a.m.

#### Flexible Hours – Offices Outside Headquarters

For offices outside Headquarters, the range of the working hours within which the starting time may be selected shall be established by each Office, with the understanding that they must:

- (a) Be compatible with the practice of other UN agencies in the area, taking into account local custom;
- (b) Meet the practical and operational requirements of the office;
- (c) Be in line with the established salary scales as a result of local salary surveys

#### 3;Lunch Break

Staff Rule [302.1.11](#) provides an interruption of one hour for lunch. However flexible work schedules allow for a reduced or extended lunch break from a minimum of 30 to a maximum of 90 minutes.

#### Schedules

Flexible work schedules should generally be "fixed" (once approved) and the starting and stopping time should not differ from day to day.

If approved, a flexible work schedule may have a maximum duration of 12 months. After 12 months, the eligible staff member must re-submit a request for a flexible work schedule that shall again be considered in light of the demands of the staff member's Division/Office. The approval of a request for flexible work schedule does not guarantee a continuation of the schedule beyond the duration of the initial request.

#### Salary, allowances and other entitlements

A flexible work schedule does not affect a staff member's salary, allowances and other entitlements.

#### Overtime

For staff members who are required to work overtime in line with Manual Section 325, overtime is the hours worked in excess of their approved working week.

#### Duty Travel

Approved flexible work schedules apply only at the staff member's duty station and are suspended when staff members are on duty travel to other office locations as they must abide by the normal hours of work established at the other offices.

## **2. PROCEDURES**

To apply for flexible work schedule, staff members shall submit a request (by email) to their office head or division director, after receipt of the agreement of their supervisor (by email). The request should detail the



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hours of work and the duration of the proposed flexible work schedule (which may not exceed 12 months). Should a staff member's request for flexible work schedule not be approved, a written explanation as to why this is the case should be provided.

Once the schedule is approved, staff members will be responsible for sending the information to their divisional focal point for insertion into the reporting system. Staff members working on an approved flexible work schedule will have to ensure that their first entrance to and last exit from FAO premises are being captured daily by the card readers installed at the turnstiles. Staff members will have to provide their supervisor with a copy of the report as generated by the reporting system on a monthly basis.

### **3. TERMINATION OF THE ARRANGEMENTS**

The immediate supervisor, the staff member's division director, or head of office, may terminate the flexible work schedule arrangement at any time if, in their judgement, the arrangement is no longer suitable. The staff member may also terminate the arrangement and revert to normal working hours. In any case, a two-week notice period shall be given before the agreement may be terminated by either party.