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325.1 Introduction

325.1.1 General

STAFF RULES

302.1.1 Hours of Work

302.1.11 Headquarters. Normal working hours at Headquarters shall be from 8.30 a.m. to 5:00 p.m., Monday through Friday, with an interruption of one hour for lunch. Exceptions may be made as the needs of the service may require.

302.1.12 During FAO Conference and Council sessions, working hours at Headquarters shall be from 8.30 a.m. to 5.30 p.m. A compensatory day of leave shall be granted each year to staff who have worked a 40-hour week during all of the above-mentioned sessions which have taken place in the calendar year for which the compensatory day of leave is granted.

302.1.13 Offices outside Headquarters. Normal working hours shall be established taking into account local custom, climatic conditions, the practice of other agencies in the area, and the practical requirements of the office.

302.1.14 Subject to [Staff Rule 302.3.6](#), staff members shall be expected to make themselves available for work beyond normal working hours when circumstances so require.

302.3.6 Overtime

302.3.6 Overtime. Staff members who are required to work a number of hours in excess of their established working week and who are otherwise eligible receive compensation as set out in the FAO Administrative Manual.

325.1.11 This Manual Section sets forth the standards and procedures governing the authorization of overtime and its compensation.

325.1.12 Special provisions govern overtime worked in relation to sessions of the Conference, Council and other meetings; see Appendix G to Manual Section 530, Conference Arrangements.

325.1.13 For overtime compensation for short-term staff see Manual [para. 316.5](#).

325.1.14 A staff member who is pregnant is exempted on request from working overtime.

325.1.15 A staff member availing of the provisions of Appendix C of [Manual Section 324](#) – "Procedures Governing Breastfeeding and Expressing Milk" cannot be granted overtime to compensate periods of absence for breastfeeding purposes.

325.1.16 Supervisors are expected to arrange the work of their organizational units so that overtime is an exceptional occurrence.



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325.1.2 Application. The provisions of this Manual Section apply to staff members with an appointment of one year or more.

325.1.3 Delegation of Authority

325.1.31 Except as otherwise provided herein, delegation of authority has been conferred on heads of department and heads of office to make determinations under this Manual Section (see [Manual Section 119](#)).

325.1.32 Authority has been granted to offices outside Headquarters to take action locally on certain operational personnel matters as detailed in this Manual Section (see [Manual para. 119.3](#)).

325.1.33 Authority to make determinations under this Manual Section for provisions other than those covered by paras. 325.1.31 and 325.1.32 above is delegated to the Director, Officer of Human Resources (OHR).

325.2 Principles

325.2.1 Definitions

325.2.11 Overtime is time worked in excess of the scheduled work week, time worked on official holidays or equivalent days of rest (see also Manual para. [325.2.13](#) below).

325.2.12 Work performed on Saturdays or Sundays at Headquarters, or on days of rest established for duty stations outside Headquarters (See App. A to Manual Section 410), or on official holidays, is not considered overtime if any such day has been declared a working day for the Organization.

325.2.13 In computing the work week, periods of annual leave, special leave with pay, and holidays are counted as time worked. Excused absences are excluded unless work for an equivalent period of time is accomplished in addition to the established working hours (see also Manual para. [320.6.22](#)).

325.2.14 For the purpose of this Manual Section "line operators", are General Service staff shown in Manual para. 325.3.35.

325.2.15 For the purpose of this Manual Section, a calendar week at Headquarters shall be deemed to start on a Monday and end on a Sunday.

325.2.16 Where staff members are occasionally requested to work in excess of their scheduled work week for periods of less than one continuous hour, the compensation provisions as set out in this Manual Section are not applicable. In such cases, equivalent time off will be granted by the supervisor.

325.2.2 Limitations

325.2.21 Supervisors may neither require nor allow staff members to work overtime for more than 12 hours in any calendar week, or more than 25 hours in any calendar month, unless the head of department or office of the staff member has so authorized in advance.

325.2.22 In respect of staff on part-time, the limits of 12 hours per week and 25 hours per month are substituted as follows: - for 80% part-time, 20 hours per week and 55 hours per month; - for 50% part-time, 31 hours per week and 100 hours per month.

325.2.23 Maximum overtime limits do not apply when compensatory leave is given immediately after overtime worked.



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325.2.24 Except in cases referred to under Manual para. 325.2.23 above, one complete day of rest in each calendar week must be observed.

325.3 Compensation

325.3.1 General

325.3.11 Overtime as defined in Manual [para. 325.2.11](#) above is subject to compensation upon completion of the first hour of continuous work in excess of the established hours of work. Taking into consideration particular exigencies of the Security Service (CSDU), such as the need to ensure 24-hour coverage of certain positions, overtime is subject to compensation upon completion of the first half hour of continuous work for Security Guards.

325.3.12 Should work be performed during the lunch period it is not considered overtime.

325.3.13 Should work be performed at home, it is not considered overtime.

325.3.14 Staff members who work overtime on both Saturday and Sunday are entitled to take compensatory time off on the following Monday or on another day during that week selected by the staff member (see Manual [para. 325.2.24](#)).

325.3.15 When work demands prevent a staff member from taking compensatory time off as set out in paragraph 3.14 above, it should be taken as soon as possible during the four months ensuing the month in which the overtime took place.

325.3.16 Overtime while on official travel may be authorized depending on the exigencies of service and if special circumstances justify this measure, e.g. recurring overtime.

325.3.2 Professional and Higher Categories. Staff members in the Professional and higher categories who have been required to work substantial or recurrent periods of overtime may be granted occasional time off.

325.3.3 General Service Category

325.3.31 Staff members in the General Service category who are required to work overtime are compensated as follows:

(a) Headquarters staff: at the rate of one time for overtime worked during normal working hours for part-time staff and at the rate of one-and-one-half times the time worked outside normal working hours for both part-time and full-time staff, whether compensated by leave or by cash;

(b) Regional, subregional and liaison office staff, FAO representation staff and project staff: according to the prevailing local practices as determined by the comprehensive salary survey and promulgated by the UN Office of Programme Planning, Budget and Account. If no specific provision is promulgated on the official salary scale for local General Service staff, (a) above applies.

325.3.32 Compensation is, whenever possible, granted in the form of time off. If time off cannot be granted, owing to the exigencies of service, the staff member receives compensatory pay.

325.3.33 Staff members may be given payment in cash for overtime worked only if they were, or will be, unable to take compensatory leave during the four months following the month in which the overtime took place.



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325.3.34 Only staff members in the General Service category may receive cash payment for overtime.

325.3.35 Staff in the General Service category serving in areas within CSF, and CPA (e.g., year-end accounts, production and translations of documents) when the function so requires, and maintenance and communications workers, guards, drivers, computer and data entry operators and other "line operators" are deemed to be unable to take compensatory time off.

325.3.4 Computation

325.3.41 Compensation for overtime is calculated on a monthly basis.

325.3.42 Overtime is compensated upon completion of the first hour of continuous work and for security guards upon completion of the first half hour of continuous work, in excess of the established hours of work. Work periods of less than one hour, or of less than half an hour for security guards, will be disregarded.

325.3.43 Broken periods worked beyond the above continuous periods are carried over and taken into account for the monthly calculation except that broken periods of less than 15 minutes in any one day are disregarded.

325.3.44 Upon completion of the monthly calculation, overtime will be rounded down to the nearest half hour (e.g. 3 hours 15 minutes will give lieu to compensation for 3 hours; 4 hours 50 minutes to 4 hours 30 minutes).

325.3.45 If payment in cash is made, it is calculated on the basis of the hourly rate of pay, i.e., net salary plus, where applicable, language allowance and non-resident's allowance.

325.3.46 In accordance with [Staff Rule 302.3.71](#) no night differential shall be payable for work for which overtime payment is made or compensatory leave granted.

325.4 Procedure

325.4.1 Advance Authorization. Except for "line operators", all overtime work must be authorized in advance as follows:

(a) Headquarters, regional, subregional, liaison office and FAO representation staff: by the head of department or the division director, or by the regional, subregional, FAO representative or director of liaison office concerned, except in respect of authorizations exceeding the maxima established in Manual [para. 325.2.2](#);

(b) field project staff: by the FAO representative, project manager or equivalent supervisor concerned. If compensation is to be given in the form of cash payment, the availability of funds must be certified in advance by the budget holder concerned.

325.4.11 Authorization while on official travel. When authorizing overtime while on official travel, the appropriate official such as FAO representative, project manager, team leader or service chief must ensure that there are no other means of arranging the staff member's work in such a way as to obviate the need for work in excess of the scheduled work week.

325.4.12 Authorization for overtime in a unit other than the staff member's own. When staff members are requested to work overtime in a unit other than their own, they must be authorized to do so both by the head



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of their unit and by the head of the other unit. Overtime in excess of the limitations referred to in paras. [325.2.21](#) and [325.2.22](#) must be authorized in advance by both the head of department of their unit and by the head of department of the other unit.

325.4.2 Overtime Request

325.4.21 The staff member prepares an "Overtime Request" (form ADM 48) and sends it, through his or her supervisor and the budget holder concerned, to the appropriate authorizing official (see Manual para. 325.4.1).

325.4.22 Separate copies of an Overtime Request are prepared for overtime to be compensated by compensatory leave, and for overtime to be compensated by cash payment.

325.4.3 Overtime Reporting

325.4.31 At Headquarters and other offices where a security register is maintained at reception desks, staff members working overtime sign this register each time they enter or leave the premises during the period of overtime worked.

325.4.32 The actual overtime worked, excluding any break for a meal, is reported by the staff member and certified by the authorizing official concerned on form ADM 48; the form is then sent to the Payroll and Benefits Unit, CSPS, or administrative unit for recording/processing.

325.4.33 When cash payment is made:

(a) at Headquarters and in SSC Budapest, form ADM. 48 is processed by the Payroll and Benefits Unit, CSPS;

(b) at regional offices without a Management Support Unit, and in subregional and liaison offices, the availability of funds is certified and the appropriate payment order issued;

(c) at FAO representations and field project offices, payment is made from the imprest account, or through the local FAO or UNDP office.

325.4.4 Charging of Compensatory Leave

325.4.41 Accumulated compensatory leave should always be taken before any other type of leave.

325.4.42 The procedural provisions of [Manual Section 320](#), Annual Leave, apply *mutatis mutandis* to applications for and approval of compensatory leave.

325.4.5 Authority to grant time off to staff members in the Professional and higher categories in accordance with Manual [para. 325.3.2](#) is delegated to the division director or office head of the staff member concerned.

325.4.6 If a staff member in the General Service category is unable, due to sick leave or exigencies of service, to take compensatory leave for overtime worked within the period established in Manual para. 325.3.33, the administrative unit concerned takes action for cash compensation upon clearance from its respective Budget Holder.

325.4.7 Overtime Records

325.4.71 The Payroll and Benefits Unit at Headquarters or the Management Support Unit in the Regional Offices, or where there is no MSU, the administrative unit of the Office concerned, is responsible for the



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maintenance of accurate and current records of overtime worked and compensatory leave taken by the staff it services. The responsible unit retains the original ADM 48 for overtime compensated by cash, and a copy of ADM 48 for compensation by leave. The original ADM 48 for compensation by leave is certified and returned to the staff member.

Delegation of authority Guideline (App. D to MS 119 refers)

APPENDIX D

[Delegations of Authority Guidelines](#)

(Chapters III and IV)

Amendments MS 325

This Manual Section has been updated regarding waivers and exceptions effective 1 July 2015.

THIS MANUAL SECTION HAS BEEN UPDATED EFFECTIVE FROM 1 MARCH 2013.

THIS MANUAL SECTION WAS ORIGINALLY ISSUED ON INTRANET UNDER TM/4513 DATED 31 JULY 2002.