

it has been withheld, and the provisions of paragraph (a) above shall apply thereafter.

- (f) deleted.

Rule 103.5

Overtime

- (a) Staff members may be required by their supervisors, when the exigencies of the service so demand, to work in excess of normal working hours.
- (b) Overtime shall be deemed to be any time worked in excess of a working week which shall, for overtime purposes, be deemed to be in excess of 37.5 hours at Headquarters, except during sessions of the General Conference and of the Executive Board, and as established by the Director-General for duty stations away from Headquarters.
- (c) Only in exceptional circumstances shall staff members at Headquarters be required to work on Sundays.
- (d) Staff members in the Professional category who are required to work overtime shall not be entitled to compensation. However, should the exigencies of the service permit, and subject to approval of the Director-General, such staff members may be granted occasional time off if they have been required to work substantial or recurrent periods of overtime.
- (e) Staff members in the General Service category who are required to work overtime shall be compensated at the rate of one and a half times the period of overtime worked. However, any single period of overtime of less than half an hour shall be disregarded. Compensation shall, whenever possible, be granted in the form of time off, which shall be taken before the end of the third calendar month following that in which the overtime was worked. If time off cannot be granted during the period, owing to exigencies of the service, the staff member shall receive compensatory pay (see Rule 100.2).
- (f) Work performed on an official holiday shall be treated as overtime. Nevertheless, if the Director-General sets another working day to be observed as a holiday instead, time worked on the official holiday shall not be treated as overtime except such time as may be worked in excess of a normal working day.

Rule 103.6

Night differential

- (a) Staff members shall receive a night differential of 15 per cent of hourly pay (see Rule 100.2) in respect of each hour, within a prescribed tour of duty, falling between 7 p.m. and 7 a.m.
- (b) No night differential shall be paid in respect of hours of overtime worked between 7 p.m. and 7 a.m.

Rule 103.7

Eligibility for allowances

- (a) Staff members on initial appointment shall be entitled to the allowances for which they are eligible under the Staff Regulations and