

Overtime and compensatory leave

1. Overtime refers to time worked in excess of any normal working week, outside the established time of the flexible working hours arrangement. Official holidays or any other authorized absence from duty during the course of the week shall be counted as time worked towards the regularly scheduled tour of duty.
2. Overtime shall only be taken in exceptional circumstances following written authorization of the supervisor upon presentation of a solid justification based on the requirement of the service.
3. Compensation shall be granted to staff members authorized to work overtime in the following forms:
 - a. Staff members in the General Service category shall be granted compensatory leave. In exceptional cases, when the exigencies of the service do not allow staff members to take compensatory leave, monetary compensation may be granted for the overtime worked. Compensation shall in no case be made later than three months after the overtime was worked.
 - b. Staff members in the Professional and higher categories shall not receive monetary compensation. However, they may be granted compensatory leave in accordance with the flexible working arrangement policy.
4. "Ordinary overtime" is incurred when a staff member from the General Service category is required to work outside the periods that count towards flexitime or during the mandatory lunchtime break. Ordinary overtime shall be compensated at a rate equal to the time worked.
5. "Special overtime" is incurred when a staff member from the General Service category is required to work in excess of three hours of ordinary overtime or after 12.30 p.m. on Saturdays or at any time on Sundays or on official holidays, provided that the terms and provisions of § 7 below are not applicable. Special overtime shall be compensated at the rate of twice the time worked.
6. Overtime shall be computed in hours and half-hours; any period less than half an hour shall be disregarded.
7. No special compensation (other than night differential where applicable) shall be allowed for work done during the week outside regular working hours where the modification of the normal timetable is due to the adoption of a shift or roster system, except where the total time worked exceeds the full normal working week.
8. Notwithstanding the above provisions, staff members who work overtime during meetings of Union bodies held away from headquarters may receive special compensation to be decided in each individual case by the Director General.

Night differential

1. Staff members in the General Service category who are assigned to night-time tours of duty shall receive a night differential under the following conditions:

a. A full-time staff member working a normal tour of duty shall, if assigned to a tour of duty any part of which falls between 8 p.m. and 8 a.m., be paid for work between such hours a night differential of 25% of base salary, provided four hours of night work have been accomplished in a calendar week. Any hours when the staff member is on leave or in official travel status shall be excluded in the computation of the night differential.

b. Night differential shall not be paid for the same work for which overtime payment or compensatory time off is allowed.

c. In computing night differential pay, the rate shall be reckoned to the nearest hour, and work periods of less than half an hour shall not be considered.

d. Staff members in the General Service category who are required to work beyond 8 p.m. without a break for an evening meal, or who are required to work overtime after 11 p.m., or who are required to work at least two hours' overtime after a tour of duty ending later than 8 p.m. shall be paid an additional sum of 4.50 Swiss francs to compensate for light refreshments.

e. The provisions of this rule shall not apply to staff members who are specifically engaged for night work.

2. The Director General shall be empowered to modify the conditions for award in the night differential in accordance with the relevant decisions taken in regard to the staff of the United Nations Office at Geneva and with effect from the same dates.