

III.6.7 Overtime and compensatory leave

(Fixed Term Staff) Version: 4.0 | Last Revision: 21/02/2018

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Introduction

10 Overtime is considered to be time worked in excess of common work week (normally eight hours a day or forty hours a week). Overtime work is recognized for purposes of compensation only when it has been requested and approved by the supervisor.

20 Professional staff required to work overtime by reason of their responsibilities may be granted compensatory leave. General service staff required to work overtime may be granted either compensatory leave or overtime pay.

30 Part-time staff are compensated for hours worked in excess of forty hours in accordance with the employment conditions for full-time staff members (see this section under [Part time](#)).

Compensatory Leave

40 Provided that overtime work was requested and approved by the supervisor:

- Professional staff may be entitled to take compensatory leave corresponding to additional hours worked outside either the flexible system or normal working hours; compensatory leave is not granted whilst on duty travel;
- General Service staff are granted compensatory leave in accordance with the local conditions of service corresponding to the additional hours worked; special ad hoc arrangements are made for attendance at meetings outside the normal duty station.

50 Staff members who work on an official holiday of the duty station, including those on duty travel, may be granted compensatory leave.

60 No leave is granted in compensation for travel performed or rest stop-overs taken during weekends or official holidays.

70 Compensatory leave should be taken as soon as possible after extra hours worked and cannot be carried over from one year to the next.

80 Credit for compensatory leave is recorded in the staff member's leave and absence record. Supervisors authorize the taking of compensatory leave within the calendar year when the work for which the staff member is responsible permits it.

Overtime Authorizations and Claims for Payment

90 Overtime for which payment will be requested must be submitted by general service staff on temporary appointments under Staff Rule 420.4 and fixed-term appointments in advance in the on-line system for authorization by the supervisor or project manager. Staff on daily appointments of 60 days or less and conference staff should refer to [III.13.2](#) for the procedure to claim overtime via the [Certificate of Attendance](#). Overtime should not be worked without the advance approval being recorded in the on-line system. Overtime authorizations should be submitted at the latest on the same day the overtime work commences.

95 The start and end dates of the overtime authorization request should be within the same calendar month to avoid encumbrances created either for multiple days on the same PTAE0 (Project Task Award Expenditure type Organization) or for combined financial monthly periods. The reason why the overtime work is considered necessary is entered along with the estimated number of hours of overtime it is expected that the staff member will have to work and the details of the ordinary or special overtime. The project manager approves the overtime request and funding. In exceptional situations where it was not possible to create the overtime authorization in advance, retroactive overtime must be requested at the latest 60 calendar days after it is performed. The on-line authorization must contain an explanation for the late submission. The supervisor or project manager approving the request will be accountable to provide any necessary justification in case of audit or other investigation.

100 If it is decided that the overtime is to be charged to more than one PTAE0, a separate request for overtime per PTAE0 is required. A PTAE0 that relates to an activity workplan should be selected.

110 Each staff member authorized to work overtime completes an overtime hours recording sheet giving details of the ordinary or special overtime worked each day. To allow for a timely payroll, the staff member initiates the overtime claim in the on-line system and confirms the actual overtime hours worked at the latest in the first week of the calendar month following the monthly period for which overtime has been authorized. The overtime hours recording sheet must be attached to the on-line Overtime Claim for verification purposes. Where the supervisor of the work is not the project manager, the supervisor certifies the overtime hours worked by signing the overtime recording sheet. The project manager checks the on-line claim for correctness, comparing it, if appropriate, with the initial authorization and approves or rejects. For overtime authorizations that have not been claimed by the end of the next calendar month in which the overtime was performed, a reminder will be sent automatically to the staff to remind him to claim or cancel by the end of the next month. If the authorization remains unclaimed by the end of the next month, it will be automatically cancelled. Retroactive requests will not be accepted. Separate deadlines concerning overtime performed at the end of a calendar year will be communicated to ensure that annual closure deadlines are respected.

120 The approved overtime claim is processed and paid by Payroll, GSC.

125 The normal hourly rate for overtime performed by General Service staff is calculated on the basis of the staff member's actual grade and step.

130 Overtime performed by staff on loan from another office is paid at the rate corresponding to the grade of the position to which the staff member is temporarily assigned or to that of the position in the releasing office, whichever is higher.

140 On request to Payroll, GSC, units will be provided with an overtime report.

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Staff members appointed under SR420.4

150 Staff members (Professional and General Service staff) on temporary appointments under Staff Rule [420.4](#) are entitled to compensatory leave under the same terms and conditions as fixed-term staff. In addition, General Service staff members on temporary appointments are entitled to payment of overtime (including night differential pay) under the same terms and conditions as fixed-term staff.

Temporary Appointments of 60 days or less

160 See provisions for Overtime in [Section III.13.2](#) Temporary Appointments of 60 days or less.