

## **WIPO Staff Rules and Regulations**

### Rule 3.11 – Overtime and compensatory time off

(a) Staff members in the General Service who are required to work in excess of the working week established for this purpose shall be given compensatory time off or may receive additional payment, under conditions established by the Director General.

(b) Should the exigencies of service permit, and subject to the prior approval of the Director General, occasional compensatory time off may be granted to staff members serving in the Professional and higher category who have been required to work substantial or recurrent periods of overtime.

### Rule 3.12 – Night differential

(a) Staff members in the General Service Category who are assigned to regularly scheduled night-time tours of duty shall receive a night differential at a rate and under conditions established by the Director General.

(b) Unless otherwise specifically prescribed by the Director General, night differential shall not be paid for the same work for which overtime payment or compensatory time off is allowed or for any hours when the staff member is on leave or in travel status.