

# UNITED NATIONS      NATIONS UNIES

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## SECRETARY-GENERAL'S BULLETIN NO. 69

To: Members of the Staff of United Nations

Subject: OVERTIME

1. This bulletin supersedes SGB/19 Addenda 1 through 6 and supplements SGB/19.
2. The United Nations work week consists of five eight-hour days. Work in excess of these limits, except in isolated instances, such as those due to Assembly or other meetings which could not otherwise be served, will be a matter of concern to the Bureau of Administrative Management and Budget which will consider whether additional staff or revised organization is necessary to carry the work load.
3. The following provisions apply to salaried staff members in Grade 8 and below:
  - (a) Where a staff member is required by his supervisor to work more than forty hours in one week, the circumstances must be reported to the Assistant Secretary-General or Executive Officer of his Department without delay.
  - (b) Supervisors are required so far as practicable to give equal time off in compensation after the overtime has occurred within the current or succeeding pay period. If such time off is not practicable within that limit, the staff member will be paid at the rate of time and a half for the overtime worked.
  - (c) All work performed on official holidays will be paid at the rate of time and a half.

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(d) Work performed on a regular tour of duty between 6 p.m. and 6 a.m. will be paid at the rate of ten percent above base pay provided the staff member concerned has had more than eight hours of such duty in any one pay period. Overtime and night differential will not both be paid for the same work.

(e) In computing overtime or night differential pay, the rate will be reckoned to the nearest half hour and work periods of less than one-half hour will not be considered.

(f) All overtime of salaried staff members of grade 8 and below, and the compensatory leave taken, must be reported to the Bureau of the Comptroller on the Duty Status Summary and to the Bureau of Administrative Management and Budget in the manner prescribed by that Bureau.

4. The provisions in paragraphs 3 (a) through (f) above shall apply to staff members paid at hourly rates except that all compensation for overtime shall be in cash.

5. Staff members in grades 9 and above will not be paid for overtime. Compensatory leave not exceeding the overtime worked, may be granted within the general discretion of the Department concerned, but such compensatory leave must be taken within two months of being earned. Compensatory leave which cannot be used, owing to the exigencies of the work, shall not be considered as a basis for claims for additional payment or extended annual leave.

By direction of the Secretary-General

(Sgd.) BYRON PRICE

BYRON PRICE  
Assistant Secretary-General for  
Administrative and Financial Services

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