

## Overtime scheme and compensatory leave at headquarters for General service staff

Compensatory leave is authorized through GSM (staff member) Self-Service - Compensatory Leave Authorization and Compensatory Leave Claim.

Overtime is authorized through GSM (staff member or Manager) Self-Service - Overtime Authorization and Overtime Claim.

Staff members are reminded to refer to the following for further assistance:-

HR e-Manual III.6.7 Overtime and compensatory leave

UPK 6.601, 6.602 Compensatory leave

### 1. Ordinary overtime (150%)

Staff required to work in excess of the normal office hours, i.e. 8 hours per day, 40 hours per week, between 7 a.m. and 7 p.m., and between 7 a.m. and 12 noon on Saturdays, will be granted, with prior approval from the supervisor, either :-

Compensatory leave at the rate of one and one half hours (1 ½) off for each hour worked.

or

Overtime pay at the rate of 150% of the normal hourly rate.

Staff members must request and claim these hours under the 150% option in GSM.

### 2. Special overtime (200%)

Staff required to work in excess of the normal office hours between 7 p.m. and 7 a.m., after 12 noon on Saturdays, all day Sunday and on official holidays will be granted, with prior approval from the supervisor, either :-

Compensatory leave at the rate of double time off i.e. two hours for each hour worked

or

Overtime pay at the rate of 200% of the normal hourly rate for each hour

Staff members must request and claim these hours under the 200% option in GSM.

However, a Saturday or an official holiday may be declared a working day within the forty-hour working week to meet special needs, e.g. during meetings of the World Health Assembly or Executive Board, or when the work of any particular unit is so scheduled.

When a staff member's normal 40-hour week schedule is changed to include a weekend or official holiday - please see also the conditions outlined below under 6. Night differential and 7. Weekend and holiday premium.

### 3. Part-time staff (100%)

Only part-time staff working extra hours over their normal part-time weekly working hours may apply for either overtime or compensatory leave at 100%. The 100% option compensates a part time staff member for hours worked in excess of their own schedule up to the normal 40-hour working week. Part-time staff members must request and claim these hours under the 100% option in GSM.

4. **Note** that for the purposes of overtime and compensatory leave, hours are only computed in full hours and half-hours of work.

### 5. Night differential

A night differential will be paid to staff for whom a different normal 40-hour week is established in the interests of service. The rate and the conditions under which this differential will be paid are as follows:

(a) 25% of the normal hourly rate for each hour of the work performed between 7 p.m. and 7 a.m., provided that the work is accomplished during a regularly scheduled tour of duty and provided that at least four hours of the scheduled weekly tour of duty are performed between 7 p.m. and 7 a.m.;

(b) this night differential will only be paid for night work accomplished within the 40-hour week of the staff member. It will not be paid for work in excess of the 40-hour week to which the provision under "Overtime" described above will apply;

(c) the night differential is not applicable to staff members specifically engaged for night work.

Night Differential is authorized by the Supervisor/Manager through Manager Self-Service/Night Differential for Staff - prior to the staff member undertaking the change in schedule.

### 6. Weekend and holiday premium

Weekend and holiday premium will be paid to staff for whom a different normal 40-hour week is established in the interests of service. The rate and the conditions under which this premium will be paid are as follows:

(a) 50% of the normal hourly rate; the premium will be payable for any period of duty between Saturday 7 a.m. and Monday 7 a.m., or between 7 a.m. on a holiday and 7 a.m. on the following day;

(b) The premium may be paid in addition to night differential, if applicable, but is not payable if the provisions under "Overtime" described above apply;

(c) Weekend and holiday premium is not applicable to staff members specifically engaged to work during weekends and holidays.

There is no GSM process for claiming weekend and holiday premium.

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Updated May 2011 HRD/HPJ