**Overtime Compensation**

1. Overtime means the time worked in excess of the scheduled workday or scheduled workweek or during any of the UN official holidays.

1. The following is not considered as overtime:

* 1. Time spent travelling to and from the place of work

* 1. Work performed during the lunch period

* 1. Work performed outside regular working hours due to the adoption of a shift system except when the total time worked exceeds the scheduled workday or workweek

1. In accordance with the International Labour Organisation (ILO) practices, all staff members, except those working on a part-time basis, must take a minimum 30-minute lunch break during the regular work-day.

1. Supervisors are expected to arrange the work of their organizational units so that overtime is an exceptional occurrence.

1. In the interests of health, safety and efficiency of the staff:

* 1. Overtime for all staff, including drivers, should normally be limited to 40 hours per month, unless there are very exceptional circumstances

* 1. Overtime for all staff, including drivers, should not be performed for periods longer than six hours without an unpaid break of at least 30 minutes

* 1. Staff members should take one complete day of rest in each calendar week, unless there are very exceptional circumstances

* 1. Staff members whose pregnancy has been confirmed are exempted, on request, from working overtime

1. Overtime compensation (OC) is payable to General Service (GS) staff members, with Permanent, Continuing or Fixed-Term appointments governed by the UN Staff Regulations and Staff Rules.

1. OC is neither payable to National Professional Officers (NPOs) nor to International Professional staff members.

# Conditions and Rate for Staff Members Working on a Scheduled Workday

8. This also applies to official holidays that are not official UN holidays. The following conditions apply for:

1. New York Headquarters locations (also applies to Copenhagen and Geneva):

* 1. Work in excess of the scheduled workday but less than eight hours, is entitled to an equal period of compensatory time off (CTO), but not to additional cash payment. Subject to the exigencies of the service, such CTO may be given at any time during the four months following the month in which the work was done.

* 1. Work in excess of eight hours a day may be compensated either by CTO or additional cash payment, at the staff member's choice, at one and a half times the normal rate.

* 1. If, at the time of a review to be conducted three times a year, it is ascertained that a staff member has accumulated more than 40 hours of CTO that could not be authorized because of the exigencies of the service or sick leave (SL), compensation takes the form of additional cash payment in respect of each hour in excess of 40 hours. The remaining entitlement to 40 hours of CTO will be counted as part of the staff member’s accumulated entitlement at the time of the next review.

1. Field locations:

* 1. Work in excess of the scheduled workday but less than eight hours, or in excess of the workweek schedule but less than 40 hours, is entitled to an equal period of CTO, but not to additional cash payment. In those duty stations where longer than 40-hour workweeks have been established for certain categories of staff (drivers, messengers, and other custodial staff), overtime does not commence until these hours have been worked.

* 1. Work in excess of eight hours a day and 40 hours a week is compensated either by CTO, or additional cash payment, at the staff member's choice, at one and a half the normal rate.

* 1. Subject to the exigencies of the service, CTO should take place during the four months following the month in which the work is done; otherwise, it is forfeited. However, if it is ascertained that a staff member could not be authorized CTO because of exigencies of the service or SL, compensation takes the form of additional cash payment.

# Conditions and Rate for Staff Members Working on a Non-workday

1. When a staff member is required to be on duty on a day other than a regularly scheduled workday, or on any of the 10 official holidays, all hours worked on these days are treated as overtime, irrespective of the number of hours worked during the scheduled workweek.

1. Furthermore, a staff member called upon to work on a non-workday will receive a minimum of four hours of OC, as per the following rates, even if he/she has worked less than four hours:

* 1. New York Headquarters locations(also applies to Copenhagen and Geneva):
		1. Saturday, at one and a half times normal rate ii) Sunday, at twice the normal rate

iii) Official UN holiday, at twice the normal rate

* 1. Field locations**:**
		1. Sixth day, at one and a half times normal rate ii) Seventh day, at one and a half times normal rate iii) Official UN holiday, one and a half times normal rate.

1. The rate for field locations may be modified in areas where it is inconsistent with local practice. Such modifications are normally considered in conjunction with a salary survey, following a recommendation by the Local Salary Survey Committee (LSSC) and review by Headquarters.

# Conditions and Rate for Staff Members Away from their Duty Stations on Official Travel

1. When a staff member is required to travel on official business, the working schedule should normally be organized in such a way as to avoid the need for overtime work while on mission.

1. Nevertheless, situations may arise where it is necessary to authorize overtime work while the staff member is on travel, e.g., during a holiday. In those situations, overtime may be compensated concurrently with DSA payments.

1. Time spent travelling to and from a mission area will not be counted as overtime. Only drivers and watchmen may exceptionally accrue overtime while performing their functions (e.g., driving, servicing, or accompanying a vehicle for servicing).

# Conditions and Rate, Other

1. Staff members participating in a workshop or training event are not entitled to overtime. However, staff members providing administrative support to the training event are entitled to overtime.

1. Part-time GS staff who are required to work in excess of their regular schedule are remunerated at the straight time rate for additional hours worked up to the normal scheduled workday of full-time staff. Thereafter, and for work required on the sixth or seventh day of the scheduled workweek or on an official holiday, they are compensated according to the conditions governing compensation for overtime work applicable to the duty station.

# Advance authorization

17. All overtime work must be authorized in advance and the availability of funds must be certified.

# Calculation

1. Compensation for overtime is calculated to the nearest half-hour; casual overtime of less than one half-hour on any day during the scheduled workweek is disregarded.

1. Payment to staff for overtime worked is based on the staff member’s total net salary plus, if applicable, language allowance. Overtime payments are subject to staff assessment.

1. OC is not taken into account in determining the following, where applicable:

* 1. Pensionable remuneration, contributions to and benefits payable by the United Nations Joint Staff Pension Fund (UNJSPF), e.g., retirement benefit, surviving dependant’s benefits

* 1. Compensation for service-incurred illness, injury, or death
	2. Special post allowance (SPA)
	3. Medical and life insurance premiums
	4. Separation payments, e.g. commutation of AL, death benefit, termination indemnity, etc.
	5. Grade and step on promotion from the GS to the Professional category

1. Please note that overtime is not pensionable.

# Formula

22. In calculating cash payment for overtime worked, the following formula should be used:

1. Hours per year = normal hours per week x 52.2 weeks per year

1. Hourly wage = annual total net salary plus, if applicable, language allowance, hours per year (a)
2. Overtime rate = hourly wage x the applicable rate (see paragraphs 9 to 12)
3. OC = overtime hours x overtime rate (c)

# Payment

23. Overtime is paid through payroll. The system will calculate the amount to be paid (and the staff assessment deduction).

# Currency

24. Overtime is payable in the currency of the duty station (with the exceptions noted, where the salary is paid in another currency).

# Overtime Records

25. Each office is responsible for the maintenance of accurate and current records of overtime worked and compensatory leave taken by staff.