

UNITED NATIONS

SECRETARIAT

ST/ADM/SER.A/810  
7 December 1962

Expired under its own terms

To: Members of the Staff at Headquarters

From: The Director of Personnel

Subject: OFFICIAL HOLIDAYS, DECEMBER 1962

1. In accordance with the provision of Staff Rule 101.3, the Secretary-General has designated one further day during the Christmas season to be observed as the eighth official holiday at Headquarters.
2. Having regard to the special circumstances of work this year, which included the resumed sixteenth session of the General Assembly, the Secretary-General has further decided to afford the staff at Headquarters an additional holiday during the month of December.
3. In order to ensure continued functioning of the Secretariat, Executive Officers will make arrangements to enable staff members in their departments or offices to observe these official holidays on any two out of the following three days: Monday, 24 December, Friday, 28 December, and Monday, 31 December 1962, subject to the condition that essential services be maintained on all three days.
4. Staff members required to work on more than one of these days under the arrangements to be made by Executive Officers will be compensated in accordance with the conditions set forth in Appendix B to the Staff Rules (ST/SGB/Staff Rules/1).
5. Staff members wishing to hold Christmas parties may do so on 20 or 21 December 1962 until approximately 7.30 in the evening, subject to advance approval by the Buildings Management Service. Requests for approval should be submitted to the Chief, Buildings Management Service, Room 2255, with copy to Chief, Commercial Management Service, Room 2014, not later than 14 December 1962, indicating:
  - (a) the department, unit or organization holding the party;
  - (b) the date and hour of the party;

- (c) where it is proposed to be held;
- (d) the approximate number of persons expected to attend;
- (e) the senior official designated to assume full responsibility for the party;
- (f) the type of party and facilities required.

6. Catering services required for parties should be obtained through the Operations Section, Commercial Management Service, Room 2014-A.
7. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.

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