



## Secretariat

5 July 2017

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### Information circular

To: Members of the staff

From: The Secretary-General

Subject: **Working hours, leave and attendance**

1. The purpose of the present information circular is to summarize for all staff members the existing rules and procedures regarding working hours, leave and attendance. The rules and procedures are applicable to all staff members serving with the International Seabed Authority.

#### A. Working hours

2. The normal working week comprises five days, Monday to Friday, of eight hours each, from 9 a.m. to 5 p.m., with a break of one hour for lunch or half an hour for lunch on days when staff members attend language classes during lunchtime. Staff members may be required to work beyond the normal working hours as the needs of service may require.

3. In order to allow working hours to be adjusted to suit both the needs of service and the individual needs of staff members without compromising the efficiency of the secretariat, a staggered working hour system applies as set out below.

4. Except for staff members on a shift system (security personnel and drivers), all staff members are expected to be present during a core period between 10 a.m. and 4 p.m. Their lunch hour must begin no earlier than 12 p.m. and end no later than 3 p.m. The remaining two hours of work may be scheduled before or after those times on a regular basis as follows: 8 a.m. to 4 p.m., 8.30 a.m. to 4.30 p.m., 9 a.m. to 5 p.m., 9.30 a.m. to 5.30 p.m. or 10 a.m. to 6 p.m.

5. During the sessions of the Authority, normal working hours are from 9 a.m. to 6 p.m. Staggered working hours are not applicable during that period and no compensation is paid for the extra hour.

6. Staff members should advise their supervisors of their personal preferences with respect to the scheduling of non-core hours. Supervisors, after taking into consideration the needs of service and the requests received from staff members, shall decide whether and to what extent the personal preferences of each staff member can be accommodated. Once the preferences are approved by the supervisor, the staff member shall maintain the working hours until the supervisor



authorizes a change in them. Heads of offices are requested to provide the Human Resources Officer with the approved staggered working hours, in writing and copied to staff members, for the purpose of proper attendance recording.

## **B. Compensation for overtime**

7. Staff members in the General Service category who are required to work overtime shall be given compensatory time off or may receive additional payment, in accordance with staff rule 3.8.

8. Overtime may be granted only when requested by the supervisor and authorized in advance.

9. When compensatory time off is granted for overtime, it should be taken during the four months following the month in which the overtime was worked, in accordance with staff rule 3.8 (a) (iv). Accrued time off shall be forfeited if the staff member elects not to take it within the prescribed period.

10. Staff members may receive payment for overtime for:

(a) Each hour in excess of 40 hours of overtime during any three-month period;

(b) Each hour in excess of eight hours of overtime worked during any day of the scheduled workweek;

(c) Each hour of overtime on the sixth or seventh day of the scheduled workweek;

(d) Each hour of overtime worked on any of the 10 designated official holidays, if and when the Secretary-General has not set another working day to be observed as the holiday.

11. Staff members may receive an allowance, the amount of which is to be determined by the Secretary-General, for overtime worked and transportation fees incurred in connection with meetings of the organs of the Authority.

## **C. Annual leave**

12. In accordance with staff rule 5.1, staff members shall accrue annual leave while in full pay status at the rate of 2 ½ days a month (6 weeks a year). Annual leave may be taken in increments of full days or half days.

13. Annual leave may be taken only when authorized by the staff member's supervisor. All arrangements relating to leave shall be subject to the exigencies of service. The personal circumstances and preferences of the individual staff member shall, as far as possible, be considered. Authorization must be given in advance, and leave request forms must be completed, signed and submitted to the Human Resources Officer.

14. If a staff member is absent from work without authorization, payment of salary and allowances shall cease for the period of unauthorized absence. If the staff member is absent owing to an emergency, and he or she has accrued annual leave, the absence will be charged to that leave. Staff members must inform their supervisor promptly of an absence due to illness or emergency.

15. As a general rule, annual leave should be taken in the year in which it was accrued, in the interest of maintaining the standards of health of the staff and the efficiency of the service. Staff members are therefore strongly encouraged to avail

themselves of annual leave on a regular basis. Managers are responsible for ensuring that staff members under their supervision take annual leave.

16. Annual leave may be accumulated, provided that no more than 60 working days are carried forward beyond 1 January of any year and that accruals in excess of 40 days are reported to the Secretary-General. Managers are urged to take steps to reduce the accrual of annual leave to fewer than 40 days.

17. A staff member may, in exceptional circumstances, be granted advance annual leave of up to 10 working days, provided that his or her service is expected to continue for a period beyond what is necessary to accrue the leave so advanced.

#### **D. Sick leave**

18. In accordance with staff rule 6.2 and administrative instruction ISBA/ST/AI/2017/2, all sick leave must be approved and sick leave forms must be completed, signed and submitted to the Human Resources Officer as soon as possible after a return to work. In case of an absence due to illness or injury, a medical certificate or medical report shall be submitted promptly under the conditions specified by the Secretary-General.

19. Sick leave may be taken in increments of full days or half days. A medical certificate from a duly qualified medical practitioner is required when sick leave continues for more than three consecutive working days and for all sick leave taken in excess of a staff member's entitlement to uncertified sick leave.

#### **E. Attendance**

20. Attendance and leave shall be reported weekly by each office and recorded by the Human Resources Officer. Staff members reporting for work more than two hours after their scheduled time of commencement without a reasonable excuse may be charged a half-day of leave.

#### **F. Final provisions**

21. The present information circular shall take effect on 1 July 2017.

22. Information circular ST/IC/2011/10 is hereby replaced.

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