



6 August 2019

Secretary-General's bulletin

Official holidays

The Secretary-General, for the purpose of determining conditions and procedures for the establishment of official holidays in order to implement staff rule 1.4 (see [ST/SGB/2018/1](#)), promulgates the following in consultation with the Executive Heads of separately administered United Nations organizations, funds and programmes:

Section 1

General provisions

1.1 There shall be 10 days of official holidays at each duty station in each calendar year, including the two official holidays mandated by the General Assembly, which shall be observed at all duty stations. When an official holiday falls on a non-working day, the preceding or following working day which is closest to the holiday shall be observed as an official holiday.

1.2 In accordance with General Assembly resolution [52/214](#) and decision 52/468, the two mandated holidays are Eid al-Fitr and Eid al-Adha for all duty stations.

Section 2

Establishment of official holidays

2.1 Every duty station shall establish for the calendar year one list of either 10 fixed official holidays or 9 fixed official holidays and a list of floating holidays as set out in section 3 below. The established calendar will be observed by all the entities of the United Nations, including the separately administered United Nations organizations, funds and programmes, at the duty station. The authority for establishing the official holidays not mandated by the General Assembly at duty stations is held by the Secretary-General. For Headquarters in New York, the authority is delegated to the Under-Secretary-General for Management Strategy, Policy and Compliance. For duty stations other than Headquarters, the authority is delegated to the United Nations Resident Coordinator for the country of the duty station, subject to the required consultation with the staff and management representatives of all entities of the United Nations, including the separately administered United Nations organizations, funds and programmes present at the duty station. In duty stations where there is no Resident Coordinator, the delegation is given to the Head of the entity of the United Nations Secretariat with the largest number of staff within the country, except for the Geneva, Nairobi and Vienna duty stations, where the authority is delegated to the Director-General of the United Nations Office at Geneva, the Director-General of the



United Nations Office at Nairobi and the Director-General of the United Nations Office at Vienna, respectively, subject to the same consultation process as the Resident Coordinators are required to conduct.

2.2 Local customs and practices, particularly the holidays observed by the local governmental authorities, shall be taken into consideration when establishing official holidays. The guiding principle is to address the possible interference with United Nations operations on the local holidays, given that an important portion of United Nations staff and government would not be available for work on such days.

2.3 The dates of observance of the official holidays at any duty station shall be communicated to staff members through a formal notification, a copy of which shall be provided to the Office of Human Resources by email at Ohr-policy-support@un.org. In addition, the dates of observance of the official holidays may be communicated to staff by broadcast messages and on iSeek.

Section 3

Floating holiday option

3.1 The General Assembly in its resolutions [69/250](#) and [72/19](#) acknowledged that certain days were significant holidays observed in the host countries of many Member States. It invited United Nations bodies to avoid holding meetings on the following days and to take this arrangement into account when drafting future calendars of conferences and meetings: Yom Kippur, the Day of Vesak, Diwali, Gurpurab, Orthodox Christmas, Orthodox Good Friday and Nowruz.

3.2 The seven holidays listed in paragraph 3.1 will be included as possible floating holidays in the calendar of official holidays for Headquarters in New York. For all other Secretariat offices at different duty stations, the United Nations Resident Coordinator or the official with the delegated authority as defined in section 2.1 may opt for a calendar reflecting the seven floating holidays for their respective duty station, subject to the consultation process outlined in section 2.1.

3.3 When a calendar reflecting the seven floating holidays is chosen, the list of floating holidays shall also include one public holiday specific to the host country, making a total of eight floating holidays. From this list, staff members may choose one floating holiday to add to the nine fixed holidays, bringing the count of official holidays to 10 for the calendar year. If the duty station chooses one or more of the seven holidays listed by the General Assembly as a fixed holiday, the list of floating holidays shall be shortened accordingly.

3.4 Staff members should inform their supervisors in advance and as early in the year as possible of the floating holiday they wish to observe. Managers are to respect the floating holiday chosen by the staff member.

3.5 If, owing to the exigencies of service, a staff member is required to report for work on the date chosen as the floating holiday:

(a) A staff member in the General Service and related categories is to be recorded as having taken the floating holiday and will be compensated for overtime worked on that day;

(b) A staff member in the Professional and higher categories may choose to observe one of the remaining floating holidays. In the event that it is not possible to observe another floating holiday, the staff member is to be recorded as having taken the floating holiday, and compensated for the time worked on that day, in accordance with the United Nations policy on compensatory time off.

Section 4
Final provisions

4.1 The present bulletin shall enter into force on the date of its issuance.

(Signed) António **Guterres**
Secretary-General
