

Policy Title	Policy on Hours of Work
Previous title (if any)	
Policy objective	The objective of this policy is to clarify the interpretation of hours of work for UNFPA staff members. Reference is made to the work week indicated in local salary scales, and the change in hours of the work week for headquarters staff during the regular session of the General Assembly.
Target audience	All UNFPA staff members
Risk control matrix	Control activities that are part of the process are detailed in the Risk Control Matrix
Checklist	N/A
Effective date	04 April 2023
Revision History	
Mandatory review date	04 April 2026
Policy owner unit	Division for Human Resources
Approval	Link to signed approval template

Policy on Hours of Work

I. Purpose

1. The purpose of this policy is to define the hours of work for UNFPA staff members with permanent, fixed-term or temporary appointments¹ which varies according to the duty station of assignment.

II. Policy

2. Further to United Nations staff rule 1.4, this policy defines hours of work for UNFPA offices, identifies control actions to mitigate potential risks related to working hours and establishes the following:
 - a. Work week;
 - b. Official working hours; and
 - c. Mandatory lunch break.

A. *Work week*

3. UNFPA offices must follow the common work week² as established among United Nations common system representations at the same duty station. The common work week has the advantage of encouraging equity among United Nations system staff at the duty station.

B. *Official working hours*

4. Working hours for each UNFPA office are normally between 35 and 40 hours per week. For certain categories of staff, the normal work week may be longer, in compliance with prevailing practices of the best local employers as established in the local salary scale.
5. The actual scheduling of working hours for UNFPA offices may vary from other United Nations system organizations.
6. In duty stations outside New York, the head of unit³ establishes the normal official working hours for the UNFPA office under their administrative responsibility, in consultation with the other United Nations system agencies' representatives and members

¹ UNFPA personnel working under other contractual modalities (consultant agreement, service agreement, internship agreement) are subject to the work week, working days and working hours established in their contract.

² A common work week refers to the length of the work week among United Nations system organizations at a duty station i.e., number of scheduled hours of work in a five-day work week. The number of scheduled hours in a work week is normally indicated in the salary scale for locally recruited staff members.

³ Head of unit refers to the representative, division director, regional or sub regional director, country representative or director, or head of office in countries without a UNFPA representative. This task can be undertaken by the delegated officer as appropriate.

of the Local Salary Survey Committee (LSSC), and taking into consideration local government working hours and prevailing practices. In addition, they determine the core working hours, when all staff are expected to report to duty.

- a. The number of hours in the work week reflected in the local salary scale does not include the lunch hour.
- b. Staff members are required to work during the hours set by the UNFPA head of unit, unless the staff member is working under an approved flexible working arrangement or part-time arrangement.
- c. Under the organization's [Policy and Procedures on Flexible Working Arrangements](#), with a supervisor's approval a staff member may schedule the remaining regular hours of work at any time before, after, or partly before and partly after, the core working hours. This is consistent with the flexitime working arrangement.

Working hours at Headquarters

7. The normal work week in New York is five days of eight hours comprising seven hours of work and a one hour lunch break.
 - a. The normal working hours are from 9:30 am to 5:30 pm, Monday through Friday, with a break of one hour for lunch.
 - b. Except for staff on authorized absences or sick leave, all staff must be present during a "core period" from 10 a.m. to 3 p.m.
 - c. The lunch hour begins not earlier than 11.30 a.m.
8. During the main part of the regular session of the General Assembly (1 October to 31 December), the work week in New York is five days of eight and one-half hours, including a one hour lunch break. The normal working hours are from 9:30 am to 6:00 pm.

C. Mandatory lunch break

9. In accordance with the International Labour Organization practices, all staff members, except those working on a part-time basis, must take a minimum 30-minute lunch break during the regular workday.

III. Procedures

10. The [UNFPA Global Directory](#) maintains key location information and office hours for all UNFPA Offices. The directory focal point for each office is required to review, update and verify accuracy and completeness of the office information. Additional guidance is available in the [UNFPA Directory Maintenance Guideline](#).

IV. Roles and Responsibilities

11. The Executive Director is responsible for:
- a. establishing and communicating the official working works and core hours at headquarters and liaison offices;
 - b. issuing a communication to advise of the change in working hours for the duration of the regular session of the General Assembly, on a yearly basis.
12. The head of unit in each duty station is responsible for:
- a. consulting with other United Nations entities and the LSSC in the duty station to establish the hours of the work week that are aligned with the hours of work established in the local salary scales,
 - b. setting the core working hours at their duty station, and
 - c. reviewing reports from time and attendance systems to monitor compliance.
13. The human resources business partner is responsible for:
- a. advising staff members of their duties and responsibilities as related to working hours, and
 - b. ensuring working hours are recorded for each duty station in the UNFPA Global Directory, that are compatible with total hours of work week identified in the local salary scale.
14. First level supervisors are responsible for:
- a. designating a time and attendance monitoring system or utilizing any available module in the ERP,
 - b. discussing individual work schedules with all supervisees, and
 - c. ensuring staff members record their approved flexible working arrangement or part-time arrangement.
15. Staff members are responsible for:
- a. working the total number of hours of the work week, and
 - b. discussing individual work schedules with their first reporting office, if and when availing of any part-time or flexible working arrangements.

V. Process Overview Flowchart(s)

No overflow flowchart applicable

VI. Risk Control Matrix

Figure 1: Risk Control Matrix

Risk Description	First Line of Defense Controls			Second Line of Defense Controls		
	Control Activity Description	Reference (Policy section, paragraph or Control #)	Who performs	Control Activity Description	Reference (Policy section, paragraph or Control #)	Who performs
The hours of work are not aligned to the work week established in the local salary scale	The human resources business partner is responsible for ensuring working hours for each duty station are recorded in UNFPA Global Directory, that are compatible with the hours of work week identified in the local salary scale.	13.b.	Human Resources Business Partner	The head of unit in each duty station is responsible for consulting with other United Nations entities and the LSSC in the duty station to establish the hours of the work week that are aligned with the hours of work established in the local salary scales.	12.a.	Head of unit
Staff members do not adhere to their approved work schedule	A time and attendance monitoring system or ERP module is used to record work schedules.	14	First level supervisor	Time and attendance reports are reviewed for compliance.	12.c.	Head of unit