



Secretariat

ST/AI/283
27 January 1982

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for
Personnel Services

Subject: OFFICIAL HOLIDAYS

1. The purpose of this administrative instruction is to introduce, with immediate effect, changes to the provisions of staff rules 101.3 and 201.3 with a view to ensuring equal treatment in the matter of national days to staff members of all nationalities serving at the same duty station.
2. The first change is to increase the number of official holidays from eight to nine. The second change is to delete the provision in staff rules 101.3 (c) and 201.3 (c) which permitted absence from work of staff members on their national day. Staff members who wish to absent themselves from work on their national holiday will have that day charged to their accrued annual leave.
3. Accordingly, staff rules 101.3 and 201.3 will be amended to read as follows:

Rule 101.3

OFFICIAL HOLIDAYS

(a) Official holidays at Headquarters shall be New Year's Day (1 January), Washington's Birthday (third Monday in February), Friday preceding Easter Sunday, Memorial Day (last Monday in May), Independence Day (4 July), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Christmas Day (25 December) and one further day during the Christmas season designated each year by the Secretary-General. If any such day occurs on a Saturday or Sunday, the preceding Friday shall be considered an official holiday in lieu of Saturday and the following Monday in lieu of Sunday.

(b) The Secretary-General shall set the official holidays for each duty station away from Headquarters and notify the staff of these holidays.

Rule 201.3

HOURS OF WORK AND OFFICIAL HOLIDAYS

(a) Work schedules and official holidays shall be determined by the senior officer in the field with due regard to local conditions and practices and in consultation with representatives of other international organizations in the area.

(b) The number of official holidays for any duty station shall not exceed nine days per year. When one of these official holidays falls on a non-working day, the following working day shall be observed as an official holiday in lieu thereof.

4. Administrative instruction ST/AI/250 on national holidays is hereby superseded and cancelled.
