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31 March 1959

**SECRETARY-GENERAL'S BULLETIN**

**To: Members of the Staff of the United Nations**

**Subject: CONDITIONS OF SERVICE FOR HALF-TIME GUIDES**

Staff Rules have been published applicable to staff members specifically engaged for full-time service as Dispatchers or Guides for the Visitors Service (ST/SGB/Staff Rules.4).

The above Staff Rules shall also apply to staff members engaged for half-time service as Guides for the Visitors Service, except (a) that the minimum tour of duty shall be 20 hours a week in not more than five days and (b) service benefit shall not apply.

The basic salary rate for half-time Guides shall be the appropriate rate set out under Staff Rule 403.1. The salary for the minimum tour of duty shall be computed on the basis of one-half (20/40) of the basic salary rate; service in excess of 20 hours during the regular 5-day week shall be remunerated on a pro-rata basis up to 40 hours a week. Any service performed in excess of five days a week or over 40 hours during the regular 5-day week shall be compensated at the rate of one and one-half times the basic salary rate.

Dependency benefits shall be paid to eligible half-time Guides at the rate of one-half of the regular schedule payable to full-time Dispatchers or Guides.

Salary during annual, sick or maternity leave, commutation of accrued annual leave, and termination indemnity shall be computed on the basis of half-time service.

This Bulletin shall come into effect on 1 April 1959 and supersedes ST/SGB/94/Add.5 of 30 June 1955.



Dag HAMMARSKJOLD  
Secretary-General