



16 April 2019

Administrative instruction

Normal working hours at Headquarters

1. The Under-Secretary-General for Management Strategy, Policy and Compliance, for the purpose of implementing staff rule 1.4, promulgates the following:
2. The normal working week in New York is five days of eight and one-half hours during the main part of the regular session of the General Assembly, and eight hours at all other times, with a break of one hour for lunch. Except for staff on authorized absences or sick leave, all staff must be present during a “core period” from 10 a.m. to 4 p.m., the lunch hour beginning not earlier than 11.30 a.m. and ending not later than 3 p.m. The remaining regular hours of work may be scheduled at any time before, after, or partly before and partly after, the core period.
3. The normal working week is subject to exceptions when staff members have been authorized to avail themselves of flexible working arrangements, in accordance with the Secretary-General’s bulletin on flexible working arrangements ([ST/SGB/2019/3](#)).

(Signed) Jan **Beagle**
Under-Secretary-General
for Management Strategy, Policy and Compliance

