



13 January 2020

Geneva Circular n° 1

Subject: **Normal Working Hours at the United Nations Office at Geneva**

1. The normal number of working hours per week at the United Nations Office at Geneva (UNOG) is forty (40) working hours (“normal working week”). The normal working week is worked over five consecutive working days from Monday to Friday.
2. Each working day at UNOG consists of eight working hours and a one-hour break for lunch (“normal working hours”). The eight working hours at UNOG are normally worked from 8.30 a.m. to 5.30 p.m.
3. The Core Period at UNOG, for purposes of applying Flexible Working Arrangements (FWA), is from 10 a.m. to 4 p.m.
4. Staff members who have been authorized to avail themselves of FWA and those serving in certain functions, in particular those requiring presence outside of working hours, may be subject to other arrangements.

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