



ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

From: J.A.C. Robertson, Director of Personnel

Subject: SUMMER WORKING HOURS - 1957

1. During the summer months of this year, beginning 1 June 1957, working hours will be from 9:00 a.m. to 5:00 p.m. This arrangement has been approved on the understanding that at all times essential services will be maintained. The Heads of Departments will be responsible for ensuring that the hours of the staff concerned are adjusted whenever this is rendered necessary in order to meet conference schedules or to discharge other essential duties.
2. During the period of shorter working hours it is expected that staff will not fall short of the highest standards in regard to punctuality and to achieving a high level of work output. It is on this understanding that these arrangements are approved without provision for review in mid-summer.
3. Normal working hours (9:30 to 6:00 p.m.) will be reverted to on the day following Labour Day - namely, Tuesday, 3 September 1957.
4. Overtime will be paid or compensated only for time worked in excess of forty hours a week.

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