

**Information Circular – Circulaire d'information**

Ref. ICC/HRS/2007/7229

Date: 01 June 2007

Official Working Hours of the Court and Official Holidays**1. Introduction**

1.1. In accordance with Staff Rule 101.9 (b), official working hours and holidays are promulgated by the Registrar. They are indicative of the times when staff members of the Court are expected to carry out their functions and they also form the basis for determining overtime payments and compensatory time off provisions for eligible staff. Managers and staff of the Court are encouraged to ensure the optimum use of working hours and related arrangements, such as overtime, compensatory time off, staggered working hours and work life balance considerations.

2. Working Hours and Official Holidays at Headquarters

2.1 The total number of normal working hours each week in The Hague is thirty-seven and one half. The regular working hours of the Court are from 9:00 am until 5:30 pm, from Monday to Friday, with a one hour lunch break. In view of the well-being of the staff, each staff member is encouraged to take this daily lunch break.

2.3 For staff members who are authorized to work part-time, working hours will be determined according to their part-time schedule.

2.4 The Court offers staff the possibility to observe flexible working hours. The prior approval of the flexible work schedule by the immediate supervisor is required. Core hours, i.e. the hours during which all staff are normally expected to be present, are from 10:00 to 12:00 and from 14:00 to 16:00 hours. It is the responsibility of each section manager to ensure the section's functioning during the full regular working hours.

2.4. Staff members may be required to work irregular schedules including shift work, based on the nature of their services to the Court, and bearing in mind the overall well-being of the staff concerned.

2.5 The Court observes ten official holidays per calendar year. The official holidays may vary from year to year and will be announced by the Registrar at the end of the previous year.

3. Working Hours and Official Holidays at Mission locations

3.1 At Mission locations, the Court will normally observe the number and schedule of working hours established by the United Nations common system ("common work week") for the organizations represented at the particular duty station.

3.2 The Court will also normally observe the official holidays established for the duty station by the common system.

3.3 Staff members at mission locations may be required to work irregular schedules, including shift work, based on the nature of their services to the Court.

3.4 Given the small number of staff at a mission office and the nature of the Court's operations in the field, no official provisions are made for the time being for part-time work and staggered working hours.

4. Linkages with other provisions

4.1 Separate Information Circulars/Standard Operating Procedures will be issued for overtime and compensatory time off, part-time employment and work life balance.



The Registrar