

Information Session for the ILC Secretariat

Working hours, CTO, overtime

HR/OPS

30 May 2023



Working hours at the ILC



Impact on Staff:

- Fatigue, stress
- Increased risks of accidents
- Work/life balance

Levers of improvement for managers

1.  **Implement shift work** whenever possible and practical
2.  **Limit night and week-end work** by improving planning and work organisation
3.  **Avoid periods of idle time waiting** by releasing colleagues earlier or asking them to come later in the day

Rules applicable at the ILC and highlights

- Section 4.3.3 of the HRD Leave Manual
- 40 hours is the normal working week for everyone
- Core hour periods are not applicable for staff assigned to the ILC during the period of the Conference. Colleagues can be requested to start later than core working hours or stop working earlier as long as they work 40 hours per week

Compensation of Overtime is specific to each staff category

P Staff

Overtime is compensated for by **Compensatory Time Off (CTO)** with an overall maximum of ten days to be taken **within ten weeks after the end of the ILC**

1 hour worked = 1 hour of CTO

- Monday-Friday 8:00 am to 8:00 pm

1 hour worked = 1 hour and a half of CTO

- Monday-Friday 8:00 pm to 8:00 am, and from Friday 8:00 pm to Saturday at midnight

1 hour worked = 2 hours of CTO

- From Saturday at midnight to Sunday at midnight

G Staff

Overtime is compensated by **Compensatory Time Off (CTO) for the first 3 days** (minimum); remaining time **may be paid in cash** if it is not possible to take the CTO within the 10 week period

1 hour worked = 1 hour and a half of CTO

- Monday-Friday 8:00 am to 8:00 pm, and Saturday 08:00 am to 1:00 pm

1 hour worked = 2 hours of CTO

- Monday-Friday 8:00 pm to 8:00 am, and between Saturday at 1:00 pm to Sunday midnight

For any query, please contact HR_LEAVE@ilo.org

Special provisions exist for daily paid Staff, as well as interpreters and translators and how to record working hours

Special provisions

All daily paid Staff

- Overtime shall be considered to be **any time worked in excess of 8 hours per day**, regardless of category
- **Overtime is paid by bank transfer** after the Conference

AITC and AIIC agreements

- Time worked in excess of 8 hours per day **shall be compensated in accordance using the same AIIC¹ or AITC¹ rates**
- Daily paid Staff subject to the provisions of the AITC Agreement are paid the AITC daily rates in respect of each day they are requested to report for work

Time records

Excel template for GS staff



- Electronic form for GS can be found on the Finance intranet - to be signed and verified by relevant Chief at the Conference Unit/Committee

Electronic form for P staff



- Electronic form for P can be found in the ILO Applications/Conference/Overtime Pro - to be signed and forwarded for signature to the relevant chief of the Conference committee/unit, then to the RELMEETINGS Finance Clerk to prepare a statement of CTO which will be submitted to the relevant leave clerk