

WORK SCHEDULES, HOURS OF WORK, AND OFFICIAL HOLIDAYS

1. SUBJECT, APPLICABILITY, AND DEFINITIONS

Subject

1.01 This Rule sets forth the provisions governing work schedules, hours of work, and official holidays. This Rule, as revised, is effective November 15, 1995.

Applicability

1.02 This Rule applies to all staff members.

Definitions

1.03 In this Rule:

- (a) *Core hours* means the time during the work day when staff must be present for work; and for staff members working regular hours at headquarters, core hours means 10:00 a.m. to 4:00 p.m., including an individual lunch break of not less than 30 minutes and not more than two hours. Core hours at other Bank Group offices shall be established by the head of the office, taking into account the customary local office hours.
- (b) *Compressed work schedule* means 80 hours biweekly in nine work days.
- (c) *Home-based work* means a temporary work arrangement that permits a staff member to carry out occasionally a specific short-term task at home during a regular work schedule and regular hours of work.

2. REGULAR WORK WEEK SCHEDULE

2.01 The regular work schedule at headquarters is 40 hours per week, unless an alternative schedule is specified in the staff member's letter of appointment, or by the supervisor in a subsequent written agreement (e.g., home-based work assignment).

2.02 The regular work schedule at other Bank Group offices shall be established by the head of the office, in consultation with the Manager, Compensation and Benefits, taking into account prevalent local office hours.

2.03 The work schedule of staff members holding Part-Time appointments shall be established by the supervisor.

2.04 During periods of unusually heavy workload, staff members may be required by their supervisors to work during a weekend, on an official holiday, or on a work day before their scheduled starting time or after their scheduled finishing time. Rule 6.03, "Overtime," sets forth the provisions governing payment of overtime for such work.

3. REGULAR HOURS OF WORK

3.01 The regular hours of work at headquarters, including the lunch period, are from 9:00 a.m. to 5:30 p.m., Monday through Friday. Alternative regular hours of work may be specified for staff members in units where the work is performed in shifts, where a compressed work schedule has been established, or where a requested home-based work assignment has been authorized, and for staff members designated by their supervisors as performing essential tasks. During missions, the hours of work shall be established by the designated head of the mission.

3.02 The regular hours of work at other Bank Group offices shall be established by the head of the office, taking into account the customary local office hours.

3.03 The hours of work of staff members on Part-Time appointments shall be established by their supervisors.

3.04 Within an established framework which meets the office's work requirements, and subject to approval in advance by the staff member's supervisor, a staff member may, subject to being available during the core hours of each work day, elect individual hours of work, and may change them. At headquarters, a staff member may request a starting time at any quarter-hour interval not earlier than 7:30 a.m. and not later than 10:00 a.m. All staff shall be available during the core hours of each work day. Work will finish after eight hours plus the length of the approved lunch break. Staff may request an individual lunch break of not less than 30 minutes and not more than two hours. Similar provisions may be established for other Bank Group offices by the head of the office, and for staff holding Part-Time appointments by their supervisors.

3.05 Supervisors are responsible for ensuring that their organizational units are adequately staffed during regular hours of work with due regard for their clients' needs. Staff members who have individual hours of work may be required to revert to regular hours of work should this become necessary in the judgment of their supervisors, either to ensure adequate staffing during that period, to rotate individual hours of work among the staff of the organizational unit, or to meet the specific work requirements of the office.

3.06 Staff members shall adhere to their regular hours of work, except during periods of approved leave, operational travel and work on mission, official holidays, or when they are excused from duty because of hazardous weather conditions or for other reasons.

4. COMPRESSED WORK SCHEDULE

4.01 After consulting with the Manager, Compensation and Benefits, and the Senior Vice President, Management and Personnel Services, the responsible vice president may approve the request of a department director or equivalent to adopt a compressed work schedule for one or more divisions in the department or other unit. Approved compressed work schedules may be established for a trial period not to exceed nine months, subject to their permanent adoption at a later date. Requests for additional periods may be made and will be reviewed by the Senior Vice President, Management and Personnel Services, and the responsible vice president. A compressed work schedule may be terminated at any time by the responsible vice president.

4.02 Regular daily hours of work for staff on compressed work schedules shall not exceed nine hours, in addition to a lunch break of not less than 30 minutes and not more than 60 minutes, Monday through Friday.

4.03 Staff members shall observe their compressed work schedules and daily hours of work, except during periods of approved leave, operational travel and work on mission, official holidays, or when they are excused from duty because of hazardous weather conditions or for other reasons. A staff member on a compressed work schedule shall have one scheduled non-work day every ten working days.

4.04 The accrual and use of annual and sick leave for staff members with compressed work schedules shall be recorded and reported in hours, in accordance with Rule 6.06, "Leave."

4.05 Staff members with compressed work schedules shall be entitled to official holidays falling on their scheduled work days.

4.06 A staff member in a department or division which has adopted a compressed work schedule program for whom a compressed work schedule would impose a personal hardship because of personal circumstances may elect to work a regular work schedule. If a staff member on a compressed work schedule requests a return to a regular work schedule on grounds of personal hardship, the supervisor shall consider the request and the staffing requirements of the unit.

5. OFFICIAL HOLIDAYS

5.01 The official holidays at headquarters shall be established by the Manager, Compensation and Benefits, taking into account the official holiday practices in Washington, D.C.

5.02 The official holidays at other Bank Group offices shall be established by the head of that office, taking into account local practice, but not exceeding 11 days per year. The staff members affected shall be notified what the official holidays so established are.

5.03 The official holidays observed at headquarters are the following:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
George Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving	Fourth Thursday in November and the Friday immediately following (in lieu of Veteran's Day)
Christmas Day	December 25

5.04 At headquarters, when January 1, July 4, or December 25 falls on a Saturday, the preceding Friday shall be observed as an official holiday. When any of these dates falls on a Sunday, the following Monday shall be observed as an official holiday. When January 1 and December 25 fall on a Tuesday or Thursday, staff not otherwise instructed shall be excused from duty on the preceding Monday or the following Friday, respectively. When January 1 and December 25 fall on a Wednesday or Friday, staff members not otherwise instructed shall be excused for a half day on the preceding afternoon. A staff member required to remain on duty during these excused periods shall not be entitled to overtime pay in respect of such work. The staff member may, however, be granted equivalent time off without charge to leave as soon as possible thereafter, in accordance with Section 9 of Rule 6.06, "Leave."

5.05 Staff members may claim, in accordance with Section 2 of Rule 6.06, "Leave," an additional day of annual leave whenever an official holiday recognized at their duty station occurs while they are in operational travel status outside their duty station country.

5.06 Staff members on leave without pay during an official holiday shall not be eligible for pay for that day, nor may they return to pay status on an official holiday.
