



Division for Management
Human Resources Management Service

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31 October 2019

Information circular

To: Members of the staff

From: The Director-General/Executive Director, UNOV/UNODC

Subject: **Official holidays for 2020 and 2021, and the end-of-the-year office arrangement for 2019 at the United Nations Office at Vienna and the United Nations Office on Drugs and Crime**

1. The present circular is to advise staff on the official holidays designated for 2020 and 2021 at the United Nations Office at Vienna (UNOV) and the United Nations Office on Drugs and Crime (UNODC) in Vienna, in accordance with General Assembly resolution [52/214 A](#) and decision 52/468, and the provisions of the Secretary-General's bulletin on official holidays ([ST/SGB/2019/6](#)).

Official holidays for 2020

Wednesday, 1 January 2020	New Year's Day
Friday, 10 April 2020	Good Friday
Monday, 13 April 2020	Easter Monday
Friday, 1 May 2020	May Day
Monday, 25 May 2020 ¹	In lieu of 24 May (Eid al-Fitr)
Friday, 31 July 2020 ¹	Eid al-Adha
Monday, 26 October 2020	Austrian National Day
Friday, 25 December 2020	Christmas Day
Monday, 28 December 2020	In lieu of 26 December (St. Stephen's Day)

Official holidays for 2021

Friday, 1 January 2021	New Year's Day
Friday, 2 April 2021	Good Friday
Monday, 5 April 2021	Easter Monday
Monday, 3 May 2021	In lieu of 1 May (May Day)
Thursday, 13 May 2021 ¹	Eid al-Fitr
Tuesday, 20 July 2021 ¹	Eid al-Adha
Tuesday, 26 October 2021	Austrian National Day
Monday, 27 December 2021	In lieu of 25 December (Christmas Day)
Tuesday, 28 December 2021	In lieu of 26 December (St. Stephen's Day)

¹ The holidays Eid al-Fitr and Eid al-Adha will be observed at UNOV/UNODC on the dates indicated, although the actual holiday may fall on a different day.

2. UNODC staff in duty stations other than Vienna are to observe the official holidays as established for their respective duty stations.
3. In addition to the above nine fixed holidays for each year, and in the interest of respecting diversity, staff members at UNOV, UNODC and other Secretariat entities in Vienna are given the option of observing as a floating holiday one of the seven holidays listed in paragraph 4 below, or a day of their own choosing in the calendar year.
4. The General Assembly, in its resolutions [69/250](#) and [72/19](#), recognized the significance of a number of holidays not listed above, namely, Yom Kippur, the Day of Vesak, Diwali, GURPURAB, Orthodox Christmas, Orthodox Good Friday and Nowruz. Accordingly, entities and staff are encouraged to avoid holding conferences and meetings on those days and appropriate arrangements should be taken into account when drafting calendars of conferences and meetings.
5. Staff members should inform their supervisors as early as possible of the floating holiday they wish to observe and submit their request through the Umoja employee self-service portal. Managers are to respect the floating holiday chosen by the staff member. Owing to the exigencies of service, a staff member may be asked to report for work on the date chosen as the floating holiday, in accordance with paragraph 3.5 of [ST/SGB/2019/6](#).

End-of-the-year office arrangement for 2019

6. The Director-General/Executive Director of UNOV/UNODC, in consultation with representatives of staff and management, agreed to offer an extended telecommuting arrangement (within and outside the duty station) during the period from 23 December to 31 December 2019 to staff in Vienna who do not wish to take annual leave during this period. Staff members wishing to avail themselves of this arrangement are expected to obtain the written approval of their supervisors, providing a copy to their relevant time administrators and subsequently submitting their request through the Umoja employee self-service portal.
 7. Managers are strongly encouraged to grant the extended telecommuting arrangement to staff to the extent possible, subject to the exigencies of service. Any rejection requires a written justification, to be provided to the staff member, as well as to the Human Resources Management Service of UNOV/UNODC for monitoring purposes.
 8. Staff members who will be absent from work during this period should record a whole day of annual leave and/or compensatory time off for each day of absence, except for the designated official holidays on 25 and 26 December 2019.
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