



10 September 2021

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources

Subject: **Working hours during the seventy-sixth session of the General Assembly for staff members at United Nations Headquarters**

1. The purpose of the present information circular is to provide general information on the working hours during the seventy-sixth session of the General Assembly for staff members at United Nations Headquarters (see annex).
2. Please note that effective 2022, the working hours during the General Assembly for staff members at United Nations Headquarters will be shared through other communication channels, and not an information circular.

* Expiration date of the present information circular: 31 December 2021.



Annex

Working hours during the seventy-sixth session of the General Assembly for staff members at United Nations Headquarters

1. In accordance with rule 1 of the rules of procedure of the General Assembly, as amended by the Assembly in its resolution [57/301](#), the seventy-sixth session of the Assembly will open on Tuesday, 14 September 2021. Accordingly, from 14 September 2021 until the last day of the main part of the regular session of the Assembly, normal working hours will be eight and a half hours per day for staff members based in New York. Core working hours will remain lifted, however, to allow flexibility in work schedules and to avoid commuting during rush hours, when compatible with exigencies of service.
 2. In accordance with Secretary-General's bulletin [ST/SGB/2019/3](#), alternate working arrangements at the duty station will be in place during the high-level general debate of the General Assembly, from 20 to 27 September 2021. All personnel whose presence at the United Nations Headquarters is not required during this period, are required to work remotely. Essential services must be maintained at all times to best meet the requirements of the Assembly.
 3. From the day following the last day of the main part of the seventy-sixth session of the General Assembly until further notice, normal working hours will again be eight hours per day.
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