

**AMENDMENT TO THE
COLLECTIVE AGREEMENT ON TRAVEL CONDITIONS
BETWEEN THE INTERNATIONAL LABOUR OFFICE AND
THE ILO STAFF UNION**

Article 1

Pursuant to Article 9(4) of the Collective Agreement on travel conditions entered into on the 13th of December of 2012, the Parties agree to amend Articles 5 and 6 of that Agreement as provided below.

1. Article 5, paragraph 1 shall be amended to read as follows:

“Official business travel should be scheduled whenever possible during regular duty hours. An official who is required by the Office to travel during a weekly rest day or public holiday of his/her duty station shall be entitled to one day of compensatory leave for each day so used. The official shall be entitled to one half-day of compensatory leave for each weekly rest day of his/her duty station spent after the second calendar day following arrival at, and before the second calendar day prior to departure from, the mission location. An official shall be entitled to one day of compensatory leave for each public holiday of his/her duty station spent at the mission location.”

2. Article 5, paragraph 3 shall be amended to read as follows:

“The amount of compensatory leave for travel on official business shall be limited to ten days per calendar year. Compensatory leave for travel shall be taken within the calendar year in which it is accrued and cannot be carried forward, except compensatory leave accrued during travel ending in December, which may be taken during the following calendar year. Officials are responsible for scheduling use of their accrued compensatory leave throughout the calendar year to avoid forfeiture. Officials shall not receive any payment in cash for unused compensatory leave for travel.”

3. Article 6, paragraph 2 shall be amended to read as follows:

“A staff member travelling overnight (between 11.00 pm and 5.00 am) in economy class shall be entitled to a rest period of 12 hours if the overnight travel time is up to 5 hours. When the overnight travel time is more than 5 hours, the official shall be entitled to a rest period of 24 hours.”

Article 2

The amended agreement will enter into force on 1 January 2015 and shall be implemented by means of an Office procedure, IGDS, *Travel Policies and Procedures*, N° 437 dated 25 September 2015 which was the subject of negotiation between the parties.

SIGNED in Geneva, on 28 November 2014, in two copies, in the English language, by the authorized representatives of the Parties:



For the Office: Greg Vines



For the Union: Catherine Comte-Tiberghien