

The ILO's policy
on flexible working arrangements
and related procedures
was developed on the basis of
fundamental principles
such as trust, transparency
and accountability,
which should form
the basis of working relationships.

The goal for the ILO
was to find
the right balance
between individual needs
and collective team dynamics.

Subject to the requirements of the service
and the nature of the work to be performed,
the policy applies to
all members of staff,
regardless of their grade,
category of service,
type of contract or place of
employment,
as well as to interns.

Three types of flexible working arrangements
are provided
under this policy.

The first corresponds to

flexible working hours.

We can adapt the start and end times of our working day, provided that we 1) remain contactable during the 4.5 hours of the core hours as agreed at that duty station, and 2) work the number of hours as required in that duty station.

The use of flexible flexible working hours does not require a formal agreement between the staff member and the manager.

The second modality is teleworking.

We can telework three working days a week or ten consecutive working days per calendar month.

No more than 50% of staff should be doing regular teleworking simultaneously in the department or in the given office.

The calculation of this 50% excludes colleagues on mission, on leave or ad hoc teleworking.

Teleworking outside the duty station may also be requested

for a period equivalent
to regular teleworking,
with no impact on the calculation
of our benefits and entitlements.

In the event of serious
and compelling circumstances, such as personal
medical problems or those affecting
a member of the immediate family,
authorization to telework
longer
outside the duty station
may be considered.

Please note, first, that the choice
of teleworking days
must be approved
by the line manager
and that any request for extended
telework away from the duty
station also requires
the agreement of human resources.

Secondly, all our
requests for teleworking
must be entered in IRIS
to enable monitoring
and assessment of the situation.

Third, if a request is refused,
the reason must be given in writing.

Finally, in the event of an incapacity

to work due to illness,
accident or family emergency,
it is imperative that the
appropriate type of leave is taken rather than
being encouraged to telework.

The third type of flexible working
is the cumulation of hours.

Staff assigned to a location
where the working week is 40 hours
can cumulate up to 4 hours per week.

When the hours vary,
we can cumulate up to
10% of the weekly working time.

The cumulated hours must then
be used in the form of leave,
in blocks of half a day
or one day
in a four-week period.

Don't forget that

1) If you work from home,
it is not possible
to cumulate hours.

2) Approval of the
line manager
is required before hours can be cumulated
and then used
to take leave.

3) If

approved,
staff must record
their cumulated hours in IRIS
for each week
and submit this report
to their line manager for validation.

4).

Cumulated hours do not constitute
compensation
for approved
overtime.

Managers should avoid
sending urgent communications
or contacting staff outside
working hours
and during any form of
authorized absence.

If you regularly receive such
requests,
inform your Union representatives.

Collectively
we need to ensure that
the work culture promotes
a healthy work-life
balance.

Since the beginning
of the implementation,
colleagues have been reporting

controversial decisions taken
by managers and directors
who did not respect the spirit
or the principles of the
policy on
flexible working.

The terms of
flexible working must be applied
equitably
and fairly within teams
and offices.

The Staff Union regularly reminds
managers and directors
that they must calculate the
50% office attendance correctly and that,
just like not all meetings
can be hybrid,
they don't necessarily
have to be face-to-face either.

If you need assistance,
please do not hesitate to contact
your Union representatives
who are there to support you.

Thank you for your attention.