

GENERAL SECRETARIAT

EXECUTIVE ORDER 05-02

SUBJECT: STAFF RULE 101.1(d), CONDITIONS THAT WARRANT EXCUSAL FROM WORK IN CASES OF A SPECIAL EVENT, EMERGENCY, OR EXTREME WEATHER CONDITIONS AND STAFF RULE 101.1(f), STAFF MEMBERS ON LEAVE UNDER THOSE CONDITIONS WHEN THE STAFF IS EXCUSED FOR PART OF A DAY OR MORE

THE ACTING SECRETARY GENERAL,

Pursuant to his authority under Articles 109 and 113 of the Charter of the Organization of American States ("OAS") and Articles 4, 8, 12, and 14 of the General Standards to Govern the Operations of the General Secretariat of the Organization of American States ("General Standards"),

CONSIDERING:

That Staff Rule 113.4 provides that the Secretary General, by way of Executive Order and without the approval of the political bodies, may amend Staff Rules not having budgetary implications, provided that such amendments are consistent with the General Standards;

That amendment of Staff Rules 101.1(d) and 101.1(f) will serve to simplify the application of the rules regarding excusal of staff members from work in cases of emergency or extreme weather conditions and will clarify the policies applied to those situations; and,

That this amendment is consistent with the General Standards and does not have budgetary implications;

RESOLVES:


- 1 To amend Staff Rules 101(d) and 101.1(f), to read as follows

(d) In determining the conditions that warrant excusal from work in cases of a special event, emergency, or extreme weather conditions, the appropriate authority of the General Secretariat, unless otherwise directed by the Secretary General, shall follow the same criteria used by the respective national government for the area in which the staff is working.

(f) A staff member on leave at the time the staff is excused for a special event, emergency, or extreme weather conditions for part of a day or more, shall be charged leave for the time covered by the excusal period. This same rule shall apply to a staff member who has not reported for work at the time the staff is excused for part of a day. If, however, the national government of the respective country where the staff member is working declares the excusal period to be an official holiday for pay and leave purposes and the Secretary General approves said excusal period, staff on leave or staff who did not report for work at the time the staff is excused will not be charged for that time period.

2. To declare that all other provisions of Staff Rule 101.1 remain in full force and effect.

3. To declare this Executive Order effective on the date of its signature below


Luigi R. Einaudi
Acting Secretary General

Date: January 27, 2005
Original: English
