

- Avoid scheduling meetings outside of official office hours;
- Avoid scheduling meetings during lunch hours;
- Avoid scheduling meetings on the afternoon of the last day of the working week;
- Avoid sending work-related communications requiring immediate action (unless extremely urgent) during the weekends;
- Favourably consider requests by team members to avail of options in the Organization's policy on flexible working arrangements, including compressed work schedule (see sections 3.2 and 3.3 of ST/SGB/2019/3). This option, which may be combined with alternative working arrangements or telecommuting, allows taking a half-day off every week or a full day off every other week, provided the overall weekly hours are completed on the other working days.

These guiding principles are meant to give UN personnel the opportunity to disconnect and take care of themselves and their loved ones at a time when the boundaries between professional and private time can be difficult to enforce.

Notwithstanding the above, managers and their team members may jointly agree to schedule meetings as suits them best, for example to accommodate constraints at home or colleagues in different time zones.

Staff should ensure that telecommuting days and any other FWA option, as applicable are entered into Umoja. Staff should select the new "Telecommuting-COVID--