Information circular\*

 To: Members of the staff

 From: The Assistant Secretary-General for Human Resources Management

 Subject: Official holidays for 2018 at United Nations Headquarters

1. In accordance with General Assembly resolution 52/214 A and decision 52/468, the official holidays for 2018 at United Nations Headquarters have been designated as follows:

 1 January New Year’s Day

 30 March Good Friday

 28 May Memorial Day

 15 June Eid al-Fitr

 4 July Independence Day

 21 August Eid al-Adha

 3 September Labour Day

 22 November Thanksgiving Day

 25 December Christmas Day

2. The General Assembly, in its resolutions 69/250 and 72/19, recognized the significance of a number of other holidays. Accordingly, in the interest of respecting the diversity of the staff of the United Nations, staff members are given the option of observing any one of the following eight floating holidays:

 8 January Orthodox Christmas (observed)

 19 February Presidents’ Day

 21 March Nowruz

 6 April Orthodox Good Friday

 30 April Day of Vesak

 19 September Yom Kippur

 \* Expiration date of the present information circular: 31 December 2018.

 7 November Diwali

 23 November Gurpurab

3. Staff members should inform their supervisors in advance as early in the year as possible of the floating holiday they wish to observe. Managers are to respect the floating holiday chosen by the staff member. If, owing to exigencies of service, a staff member in the General Service and related categories is required to report for work on the date chosen as the floating holiday, the staff member will be recorded as having taken the floating holiday and compensated for overtime worked on an official holiday. Staff in the Professional and higher categories who are required to work on the date chosen as the floating holiday will not be recorded as having taken the floating holiday and may choose to observe one of the remaining floating holidays.

4. The present circular supersedes information circular ST/IC/2017/25 of 25 October 2017.