

# Extend your volunteer's contract

Start planning for assignment extensions well in advance. For your volunteer's contract to be extended, we will need you to provide:



## Satisfactory Performance

of your volunteer.



## An Official Request

from your organization to extend the contract.



## Agreement

from everyone involved.



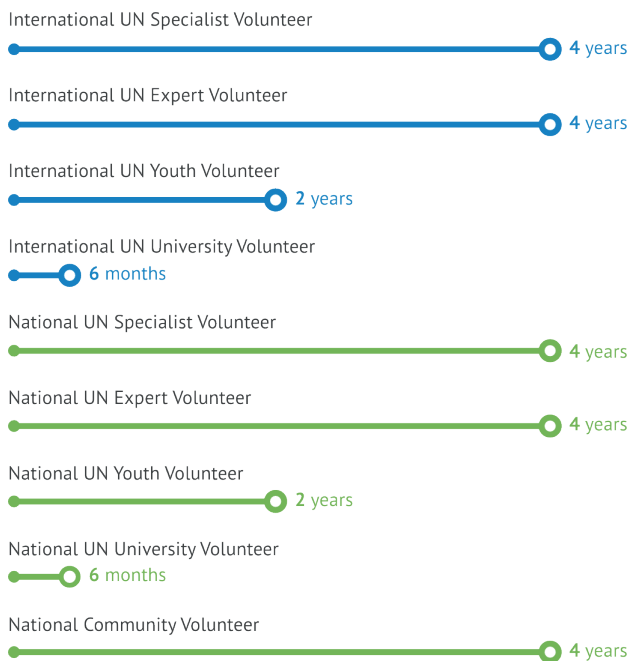
## Funding Arrangements

from the funding agency

### Be aware:

There is no right or expectation to extension, renewal or conversion to any other type of appointment or to employment with UNV or any other UN entity.

UN University Volunteers and UN Youth Volunteers can serve for up to a maximum of six months and two years respectively. You can extend them under other [volunteer categories](#) for up to four years.



- Service as an international UN Youth or University Volunteer does not count towards the maximum service period for other international UN Volunteer assignments.



- Service as a national UN Volunteer in any category does not count towards maximum service as an international UN Volunteer.
- Service as a national UN Youth or University Volunteer does not count towards the maximum service period for other national UN Volunteer assignments.

## Start preparing two months before the original contract ends

1. Contact your HR person for help understanding your organization's workflow and budget cycle. The UN Refugee Agency (UNCHR) and UN missions have distinct processes in place.
2. Look out for our reminder email two months before your volunteer's end of contract date.
3. See what's left to be completed for the assignment. Estimate how long this could take and how much it could cost (proforma) to extend the contract.
4. Review your volunteer's performance and complete an appraisal, as applicable.
5. Consult with your volunteer to understand any plans or commitments they have made for the end of their assignment. Gauge their capacity to continue to volunteer if an assignment extension was offered, but temper any expectations.

## Finish and submit your contract extension request

6. Check our [funding guidelines](#) and work with your HR or Finance team, to confirm the funds this extension needs.
7. Email '[support@unv.org](mailto:support@unv.org)' when funding and the extension request is confirmed and advise us how long your volunteer's new contract will last.
8. See your extension processed and your volunteer's Personnel Action Form (PAF) updated with new contract details on their UNV database profile.

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Donors usually cover the initial contract for fully funded UN Volunteer assignments – few may cover an extension, depending on availability of funds (ask when in doubt). They expect your organization to extend them under your own funding as a recognition of the volunteer's commitment and contributions.