

## Resigning from a UN Volunteer assignment

Here are a few things you need to know if you would like to resign from your UN Volunteer contract.

### Policy details

As per the UN Volunteer Conditions of Service, section XII (3), the amount of exit allowance you will receive depends on two criteria:

1. Completing your first contract
2. Giving the required 30 days' notice

The table below summarizes possible scenarios considering these criteria

First contract complete	Notice period of at least 30 days given	Exit lump sum allowance
No	Yes	Not paid
No	No	Not paid
Yes	Yes	Paid in full
Yes	No	Amount accrued for completed contracts paid. Amount accrued in current contract not paid.

### How to resign your contract

1. Discuss with your supervisor your intention to resign.
2. Enter your resignation in the Unified Volunteering Platform (UVP).
  - A step-by-step guide is available [here](#)
  - The day you enter your resignation in UVP is considered your resignation date for notice period calculations
3. UNV will review your resignation and confirm in UVP on behalf of your host entity
4. The end of assignment process begins, and you will be notified by email with instructions

### Frequently asked questions

**Q. What are the relevant sections of the UN Volunteer Conditions of Service?**

A. Section IX (3) covers the exit lump sum allowance. Paragraphs 'e' and 'f' cover loss of this entitlement due to resignation. Section XIII (3) covers resignation.

**Q. I've already resigned outside of UVP but I can't select a past date in the system. UVP tells me I will lose some of my exit allowance even though I gave 30 days' notice to my host entity. What should I do?**

A. For now, UVP only records today's date as the date of resignation. If you have evidence that you have already given notice outside of UVP, upload this evidence under 'supporting documents' (step 9 of [the guide](#)) and notify your in-country UNV focal point or email [support@unv.org](mailto:support@unv.org). UNV will review the case and may override the deduction of exit allowance.

**Q. I'm interested in another UNV assignment. Does my resignation have an impact on my chances to be recruited again?**

A. Resignation does not impact chances for a future assignment. However, if improper resignation notice was provided in the past this may be viewed negatively as in any professional environment.



Q. I'm serving as an international UN Volunteer and plan to remain in the country of assignment after my resignation. Anything I need to keep in mind?

A. Any international UN Volunteer who does not immediately repatriate will forfeit the additional month of health insurance. UNV's responsibilities for security, medical evacuation, and other emergency evacuation, residence permits/visas, life insurance, or accommodation will cease on the day after the contract end date. (see section IX.2 of the COS).

Q. How long does it take to process my end of assignment entitlements?

A. UNV needs to validate your checklist before paying your exit lump sum. As part of this process, UNV will also contact your host entity for confirmation. Payment actions are frozen after the 12th of each month for payroll finalization. Payments recorded after the 12<sup>th</sup> will be included in the next payroll.

Q. Can I surrender my leave days in lieu of the 30-day notice period?

A. Ideally leave is taken during the assignment, however, you may choose to use your annual leave balance for the last days of your contract. In effect, your last day of work will be earlier than your new contract end date.

Q. I submitted my resignation, but changed my mind and would like to rescind it?

A. For now, the only way to rescind a resignation in UVP is to contact [support@unv.org](mailto:support@unv.org). Please give your UVP user ID for faster processing .