

## Expiry of Contract



### Intended expiration

Without an official extension or new assignment, your volunteer's contract will cease on the original end of contract date.

Recognise the UN Volunteer's development and turn a sad goodbye into a positive celebration of what you achieved together.



### Confirm your volunteer's final day

Act on notification sent by UNV via [Unified Volunteering Platform \(UVP\)](#) up to three months before your volunteer's last day, reminding you of the agreed end date.

Follow our [step-by-step UVP guides](#) ([on-screen](#) & [PDF](#)) to confirm your volunteer's end-of-assignment. Else, they will be taken off the payroll 15 days before the end of contract date to avoid excess payment - **it is up to you to act on time**.

Give your volunteer **advance notice** that their contract won't be extended and start planning their exit strategy.

Encourage them to take **accrued annual leave**, perhaps in the last days/weeks before the assignment ends. Unused leave will be forfeited.



### Organize handover, closing reports and admin

Ask for **handover notes from your volunteer**, who can delegate unfinished tasks and information to the right person.

Complete your task in [UVP](#) - **approve the final clearance checklist**. Payment of final entitlements depends on your host organization and UNDP approving the final checklist online clearing all outstanding obligations (financial or otherwise).

Remind the volunteer to complete our [Volunteer Reporting Application \(VRA\)](#). Final entitlements can only be made upon submission of report online.

Arrange an [exit interview](#) or **final performance appraisal** to ask about your volunteer's experience at work. Take ideas from their honest feedback to improve processes and productivity at work.

**Recognize and reflect on your volunteer's contribution and skills developed** through the assignment. Take time to answer questions and grievances. Respecting and appreciating your volunteer now, as you always have, could mean they always champion your organization.

**Reassure your volunteer that their final entitlements** will be paid into their bank account when the final clearance checklist is approved, at the end of the assignment.



## Say your fond farewells

**Let your team and stakeholders** know your volunteer's leaving.

**Write a reference letter** acknowledging your volunteer's contributions and commitment, including new skills and abilities learned during the assignment.

**Organize a leaving party** for your volunteer to help them move on successfully, feeling that they've made a difference and grown under your supervision. Your team will also appreciate this chance to say their goodbyes.