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.