

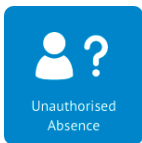
Abandonment of post



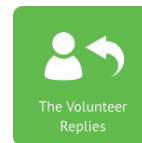
Mark unauthorized absence as abandonment on the 10th workday

Being away from work without authorization is considered a breach of contract. It could lead to early separation of the volunteer for abandoning their post. If a UN Volunteer does not turn up for work, contact them repeatedly for 10 working days, until you're answered, to try to find out where they are and why.

Please document your calls, messages and your volunteer's responses, if any. The post is considered abandoned and the contract ceased on the 10th workday.



- **Email and call your volunteer**, immediately, on the first day of their unauthorised absence asking for the reason and the date they'll return to work.



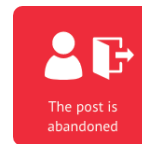
- **Ask your volunteer to apply for leave** with supporting documentation when they reply.



- **Inform 'support@unv.org'** when your volunteer is unresponsive and uncontactable.

- **Send the email below to your volunteer.** Also, call to check where they are and explain the consequences of being away from work without permission for 10 days

- **Tell UN Department of Safety and Security (UNDSS)** that your volunteer could be missing. Reassure yourself that it's not unusual to be unreachable, even when you're following standard security protocol.



- **Confirm abandonment of post after no response** from your volunteer. Email 'support@unv.org' copies of your follow-up communication and your attempts to reach your volunteer.

- **Speak to the national authorities** who may need to revoke the volunteer's visa and work permit.

- **We will follow-up with the paperwork** to complete the process.

Email template

To: UN Volunteer@unv.org

Dear [UN Volunteer's name],

Please contact us urgently. **We are concerned about your health and wellbeing.** Being absent for 10 working days without permission or written explanation is a breach of contract.

You could lose:

- Your UN Volunteer assignment
- Your financial entitlements

You may also be required to repay amounts previously paid to you.

Tell us what's happening, let us help and you can prevent termination of your contract due to abandonment of your post. That would end your assignment with us and your first day absent ([dd/mm/yy]) from work will be recorded as your contract end date as a UN Volunteer.

You've been repeatedly emailed and called, ever since [dates]. It concerns us greatly that you have not answered. Please do so now.

[Your name]

Supervisor, [Your organization's name]

[Contact details]