

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.

Based on your business needs, you may extend your UN Volunteer noting that they may **serve up to a maximum of 8 years in their lifetime.**

THAT'S EITHER UP TO 4 YEARS IN YOUR COUNTRY	OR UP TO 4 YEARS ABROAD
<p>As a National UN ...</p> <ul style="list-style-type: none"> - Specialist Volunteer - Expert Volunteer - Community Volunteer - Refugee Volunteer - Youth Volunteer for 6 – 24 months - University Volunteer for 3 – 6 months <p><i>In any combination of the above-mentioned national UN Volunteer categories.</i></p>	<p>As an International UN...</p> <ul style="list-style-type: none"> - Specialist Volunteer - Expert Volunteer - Youth Volunteer for 6 – 24 months - University Volunteer for 3 – 6 months <p><i>In any combination of the above-mentioned international UN Volunteer categories.</i></p>
<p>OR 8 YEARS IN TOTAL AS A NATIONAL AND INTERNATIONAL UN VOLUNTEER COMBINED</p>	

Start preparing three months before the original contract ends

1. **Keep an eye out for your UN Volunteer's contract end date.**
Your UNV focal person will get in touch to remind you when it's close.
2. **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.
3. **See what's left to be completed** for the assignment. Check our [funding guidelines](#) and requirements for [financial authorization](#).
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. Use our templates or follow your own.
Volunteer Performance Assessment (VPA) Guidelines (EN, FR, ES); Volunteer Performance Assessment (VPA) Report (EN, FR, ES).
5. **Get your volunteer's agreement to extend** their contract in writing.
Consult to gauge their capacity to continue volunteering if an assignment extension was offered, but temper any expectations.

Finish and submit your contract extension request in UVP

6. **Submit your request to extend contract along with confirmation of funds to your UNV focal person.**
Use our form to specify the new contract end date.
7. **UNV will process extension**
You will be notified when all is complete.
8. **Your UN Volunteer will receive a confirmation via a Personnel Action Form (PAF)** with new contract details issued in their UVP profile.

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.

You can mobilize UN Youth Volunteers beyond two years under other volunteer categories through direct recruitment policy if they meet all criteria. However, these would be considered a new assignment with applicable cost recovery.

Also review [Standard Operating Procedures](#) on contract extension.