



Human Resources Factsheet

UMOJA USERS

Contract renewal and extension

For Staff



Who

UN Secretariat staff members who hold fixed-term or temporary appointments may have their contracts extended or renewed.



What

Contract renewal

A contract is renewed depending on the Organization's requirements and therefore carries no expectation of renewal or conversion regardless of the type of appointment or the length of service.

After an initial fixed-term appointment, your appointment may be renewed for any period up to a maximum period of two years at a time. Thereafter, a fixed-term appointment may be renewed for any period up to five years at a time in accordance with the Organization's requirements and provided you meet all of the following criteria:

- a) Served a minimum of five years of continuous service under a fixed-term contract;
- b) Selected through a competitive process that included approval by a Secretariat review body;
- c) Acquired performance ratings of "meets expectations" or equivalent in your performance appraisal reports for the last five years;
- d) Did not go on special leave without pay for more than six cumulative months within the last five years;
- e) Have not separated and received payment of termination indemnity, repatriation grant or have opted to receive payment (commutation) of your accrued annual leave within the last five years.

The number of times a fixed-term appointment may be renewed is not limited, subject to the needs of the Organization.

A temporary appointment may be renewed for up to 364 days or longer, depending on Organizational requirements. For example, when warranted by surge requirements or operational needs related to field operations or special projects, a temporary appointment may be renewed exceptionally for up to 729 days.

Contract extension

Under certain conditions, a contract may be extended for the purpose of utilizing entitlements such as maternity, paternity or adoption leave; sick leave; or to complete a performance improvement plan or extend a probationary period for staff recruited through a competitive examination.

>Open the Maternity Leave Factsheet

>Open the Paternity Leave Factsheet

>Open the Adoption Leave Factsheet

>Open the Sick Leave Factsheet

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KEY REFERENCES

- [ST/AI/2013/1 Fixed-term appointments](#)
- [ST/AI/2010/4/Rev. 1 Temporary appointments](#)



Why

A contract extension may be granted when the Organization continues to need the staff member to perform the duties for which s/he was hired for longer than the original terms of the contract.



When

Your manager is responsible for determining the staffing needs for their office. Depending on when your contract is due to expire during a given year, a contract may be renewed when your manager has determined that their immediate staffing needs will continue after the completion of your current appointment.

As the need arises during any given year, your manager will consult with you in person regarding the potential renewal of your contract.

Where*

*as applicable



Offline



Other Systems

Once a need for your contract renewal has been identified and agreed, your manager will initiate the process in through the Manager Self Service (MSS) portal in Umoja to renew or extend your contract and the HR Partner (Personnel Officer, HR Officer) will continue the next steps of the process in the Umoja system.

You will also need to take action through the Employee Self Service (ESS) portal in Umoja when you receive a notification from the system.



How*

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), contract renewal or extension is initiated in MSS and also processed in ESS as follows:

*To be confirmed against the deployment of Umoja

1. Your manager logs into MSS, enters the relevant contract renewal or extension information and this request is routed to the HR Partner.
2. The HR Partner reviews the source(s) of funding and either approves or rejects the request for contract renewal or extension. If the contract renewal or extension request is **not approved**, the manager will receive a non-approval notification. Unless a renewal request is approved, the separation process will be initiated.
3. When the HR Partner approves the request for contract renewal or extension, before your contract is renewed, you and your manager will receive a notification that your current contract is about to expire.
4. An electronic letter of appointment (LOA) stating when your new or extended contract will expire is then generated and Umoja will send you a notification requesting that you review it and certify your acceptance through ESS.

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5. Your acceptance of the LOA must be received within 14 calendar days, or the proposed renewal or extension will be cancelled, and your appointment will expire in accordance with the date specified in your current LOA.

LINKS



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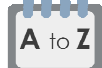
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- [ST/AI/2010/4/Rev. 1 Temporary appointments](#)

Disclaimer: This factsheet is intended for informational purposes only. The UN Staff Rules and Regulations Administrative Instructions are the authoritative documents on this topic. Please note that this is an advance copy and all links and references listed are not yet available.