



# Frequently Asked Questions

## CONTRACT RENEWAL OR EXTENSION

**Q**

**I serve on a fixed-term appointment that has been renewed twice. How long can I remain on this type of appointment?**

**A**

There is no limitation to the number of times a fixed-term appointment may be renewed. Each new fixed-term appointment can be granted for a period of up to five years.

**Q**

**I am serving on a temporary appointment for 11 months in a field mission and my contract is almost up. Can it be extended or converted?**

**A**

An initial temporary appointment is granted for up to 364 days. It may, however, be extended for up to 729 days, if warranted by operational needs related to field operations and/or special projects. A temporary appointment shall not be converted to any other type of appointment.

**Q**

**How is the determination made about whether or not to renew or extend a fixed-term or temporary appointment?**

**A**

Determination to renew or extend a contract is made by the manager based on the operational needs of the Organization and performance of the staff member. In exceptional circumstances, contracts may be extended solely for administrative reasons, i.e. to allow staff member fully utilize an entitlement, or complete an administrative procedure. Exceptions in such circumstances are reviewed and approved by the HR office.