

External Service With or Without Pay—Extend

The objective of this action is to extend external service with or without pay up to a maximum of two years for a staff member currently deployed in external service assignments.

This action is to be initiated by the manager through Managerial Actions on the myHR Self-Service page.

The related policy is available in the following staff rules:

- [05.02 External Service and Service for a Wholly Owned Subsidiary](#)

Steps

- Managerial Actions: External Service With or Without Pay—Extend

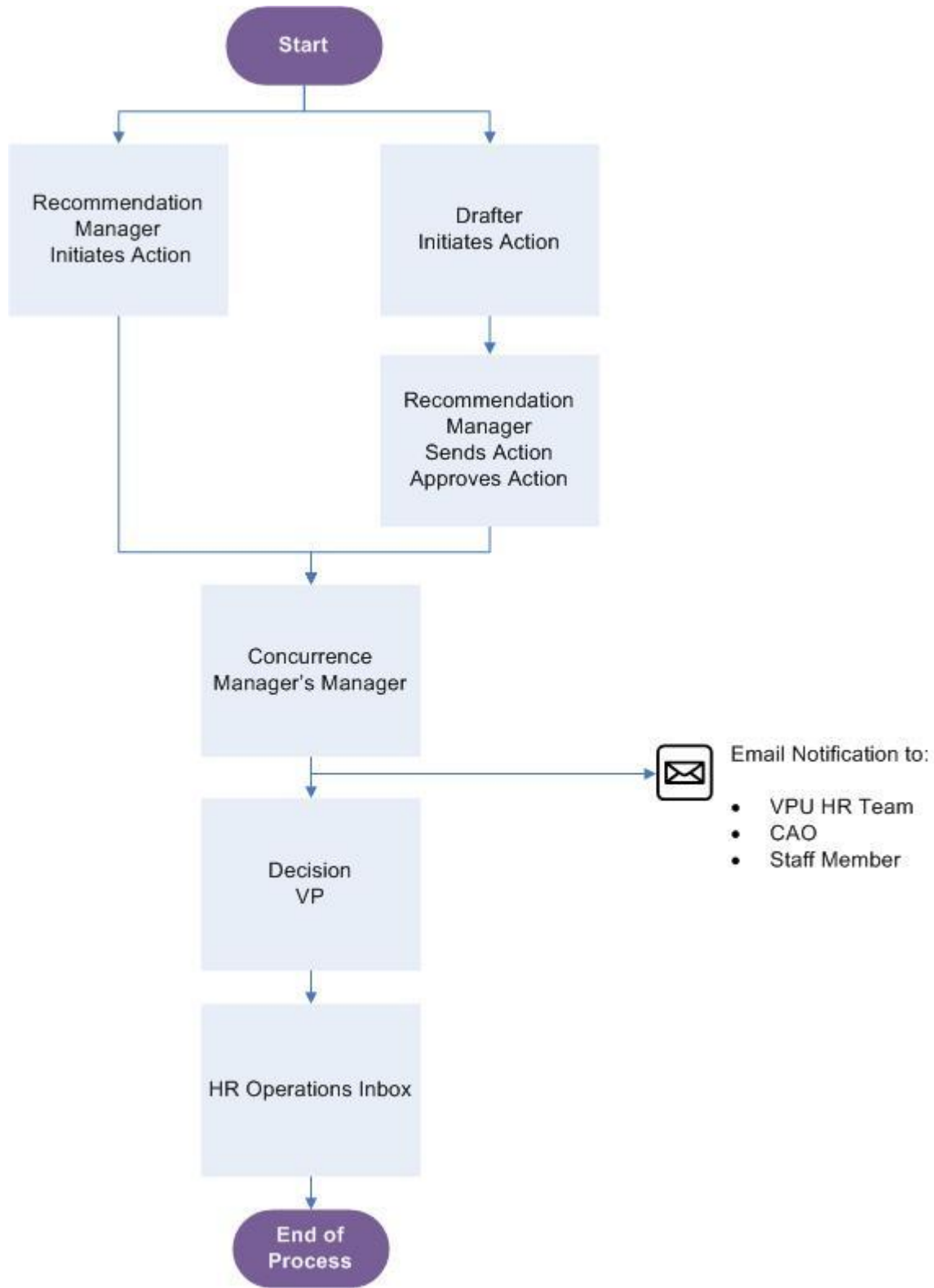
Validations

The following validations are required when initiating an action for extending a staff member's external service:

- Revised external service end date can be retroactive to 30 days and can also be entered 60 days in advance.
- Revised external service end date must be at least six months prior to the planned end of contract date for term staff or a mandatory retirement date.
- The total time period between the original external service start date and the revised external service end date cannot exceed four years.

WORKFLOW -IBRD (see next page)

IBRD - External Service With or Without Pay—Extend



WORKFLOW – IFC (see next page)

IFC - External Service With or Without Pay—Extend

