

## External Service With or Without Pay—Return

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The objective of this action is to return an employee to his/her original post after completion of external service with or without pay. This action relates to a staff member who returns to World Bank Group service after being deployed on external service.

This action is to be initiated by the staff member through [Personal Actions](#) in myHR Self-Service or by the staff member's manager through [Managerial Actions](#) in myHR Self-Service.

Completing this action confirms that the staff member has returned from external service. Benefits kept on hold during external service without pay can be restored only upon the return.

The staff member's benefit and pay status are reactivated only after the Personnel Action Form (PAF) is updated upon return.

The related policy is available in the staff rules given below:

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

### Steps

- [Managerial Actions: External Service With or Without Pay—Return](#)
- [Personal Actions: External Service With or Without Pay—Return](#)

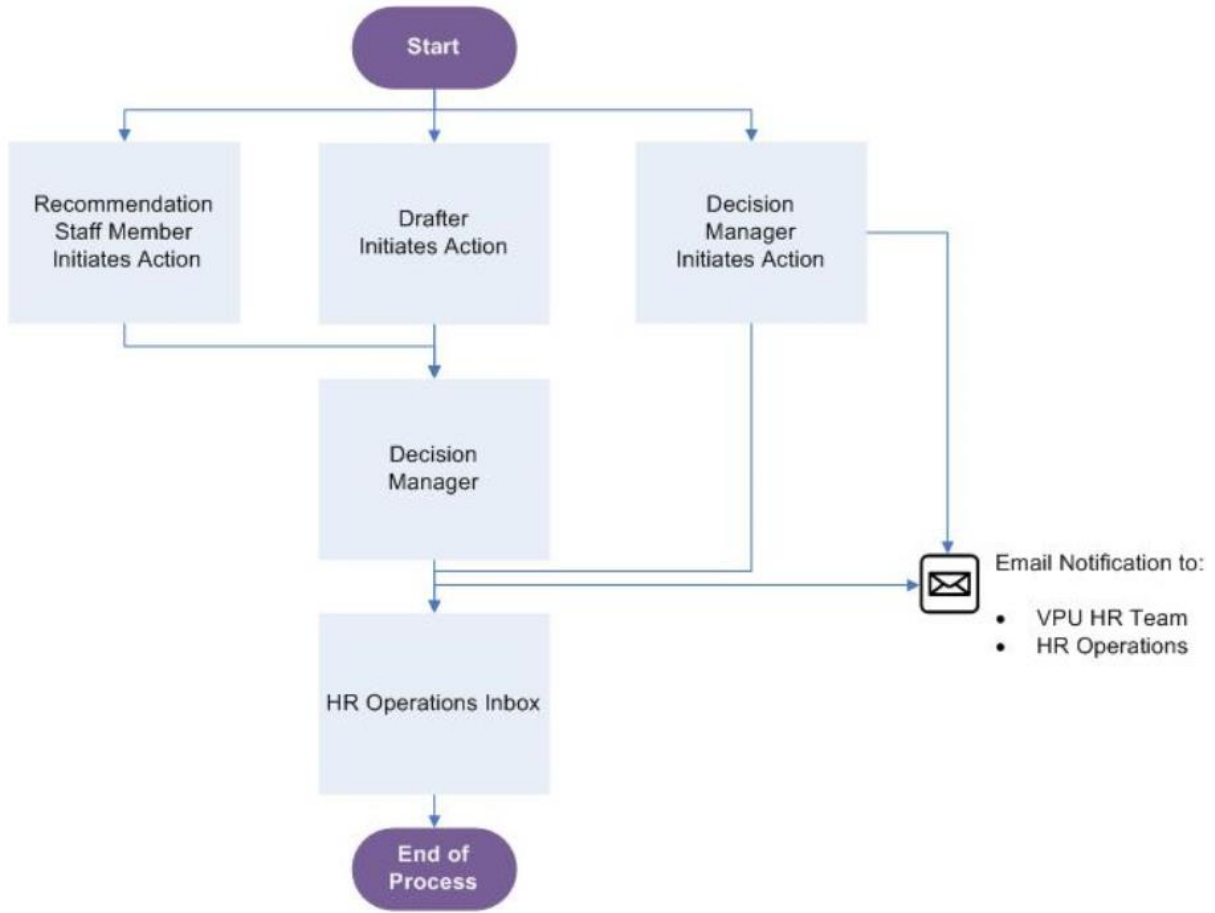
### Validations

The following validations are required when initiating an action on the return of a staff member from external service:

- The transaction effective date is the date when the staff member returns from external service.
- To ensure that payments to staff are accurate, the return date can be entered only on or after the actual return date. If the return date entered is in the past, it will be effective retroactively. Maximum length of external service is four years.
- Return date cannot be beyond end of contract or the mandatory retirement date.

**WORKFLOW: IBRD** (see next page)

**IBRD - External Service With or Without Pay—Return**



**WORKFLOW: IFC (see next page)**

**IFC - External Service With or Without Pay—Return**

