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

1. **Start**

2. **Manager Initiates the Action**
   - Manager Recommends
   - Email Notification of “Action Initiated” sent to:
     - Matrix Manager
     - HR Account Manager

3. **Line VP Approves**

4. **HR Operations Inbox**

5. **End of Process**

   - Email Notification of “Final Decision” sent to:
     - Staff Member
     - Manager
     - Matrix Manager
     - Manager's Manager
     - Matrix Director
     - HR Account Manager
     - Budget Officer