

SEPARATION FROM SERVICE - EXPIRATION OF APPOINTMENT

- Applicable rules:
 - Staff rules **104.12 (b) [sr 4.13]**, **204.3 [abolished]** and **304.4**
 - Staff rules **109.7 [sr 9.4]**, **209.2 [abolished]** and **309.5**
 - **ST/AI/2005/3**, sections 3.9 and 3.10
- A fixed-term appointment expires automatically, without prior notice, at the close of business on the expiration date specified in the Letter of Appointment.
- Although the rules do not require notice that a fixed-term appointment will not be renewed, it is good administrative practice to do so, typically one month before the end of the appointment for appointments other than short term for six months or less.
- As stated in the Letter of Appointment, a fixed-term appointment carries no expectation of renewal. However, an expectancy of renewal may result from the surrounding circumstances.
- Separation as the result of expiration of appointment is not regarded as a “termination” of appointment.

☞ If a staff member is on certified sick leave when he/she would have normally been separated on expiration of fixed-term appointment, the appointment is extended in accordance with section 3.9 of **ST/AI/2005/3** to allow the staff member to utilize the balance of sick leave entitlement.

☞ If a staff member is pregnant when she would have normally been separated on expiration of fixed term appointment, the appointment is extended in accordance with section 8 of **ST/AI/2005/2**.

Steps to be taken by responsible Office (Executive/Administrative Office at Headquarters, FALD/DPKO for mission staff, local Personnel Office for staff at Offices Away from Headquarters):

- Advises staff member in writing, at least 30 days in advance that appointment will not be extended.
- Follows **Guidelines for separation from service – general procedures**.