

PROCEDURAL CHART						
TYPE OF ACTION AND APPLICABLE STAFF RULE	ORIGINATED BY	DOCUMENTS ¹	ACTION BY PERSONNEL	NOTICE PERIOD	INDEMNITY	RIGHT OF APPEAL AND APPLICABLE STAFF RULE
Resignation (1010)	Staff Member	Letter of resignation	Written acceptance of resignation	3 months	None	N/a
Non-confirmation (1060)	Supervisor in consultation with HRS	Performance Report	Written notification to staff member	1 month	None	To Director-General within 15 days (1210)
Health reasons (1030)	Joint Medical Service in consultation with HRS	Advice of Headquarters Staff Physician	Written notification to staff member in accordance with Staff Rule and Manual provisions	3 months except where Staff Rule 1030.2.3 applies	According to Staff Rule 1030.3.4	To Director-General within 15 days for reference to medical review board (1220)
Abolition of post (1050)	Supervisor in consultation with HRS based on DG's approval	Decision on post(s) to be abolished	Reassignment Committee convened to review options. If no assignment identified, termination of appointment	3 months to a staff member holding a service appointment or a non-probationary fixed-term appointment, at least one month's notice to any other staff member	See schedule in Staff Rule 1050.4	To Regional or Headquarters board within 60 calendar days (1230)
Unsatisfactory performance or unsuitability for international service (1070)	Supervisor in consultation with HRS or other appropriate authority	Performance Report	Warning and/or reassignment. Written notice of termination of appointment	- ditto -	Up to half the indemnity under Staff Rule 1050.4	- ditto -
Abandonment of post (1080)	Supervisor in consultation with HRS	Factual report to Personnel	Attempt to locate individual. Notification of termination of appointment after 15 working days	N/a	None	- ditto -
Misconduct (1075.1)	Supervisor in consultation with HRS or other appropriate authority	Factual report on act of misconduct	Notification of charges; notification of dismissal	1 month	Up to half the indemnity under Staff Rule 1050.4	- ditto -
Serious misconduct (1075.2)	Supervisor in consultation with HRS or other appropriate authority	Factual report on act of misconduct	Notification of charges; summary dismissal	None	None	- ditto -
Completion of fixed-term appointment (1040)	Supervisor in consultation with HRS	-	Notification to staff member	3 months	None	- ditto -
Retirement (1020)	Human Resources Officer/Regional Personnel Officer	-	Notification to supervisor; appreciation letter to staff member	None	None	N/a
Death	Nearest informed staff member	Death certificate. Inventory. Clearance certificate. Report.	Notification to next of kin. As required in accordance with established procedures.	N/a	N/a	N/a

¹ A Personnel Requisition (form WHO 80) is submitted by the supervisor to Personnel for all separations except completion of appointment when form WHO 80.1 is used.