# Fixed Term Expiry Notification Form

**NOTIFICATION OF EXPIRY OF FIXED-TERM CONTRACT**

120 days before the end of a Regular Fixed Term Contract the HRIS will automatically send the line manager an email for them to take action, further details about Fixed Terms can be found at the following link:<https://www.brookes.ac.uk/human-resources/working-here/resources-for-managers/fixed-term-contract-guidance/>. Please indicate, on this form, any renewal (if appropriate) or cessation instructions. Please confirm the salary coding if the contract is to be extended.

If you wish to renew the contract and the employee has four years or more of continuous service, the employee is entitled to a permanent contract subject to the continued availability of funds and ongoing work. NB Temporary posts of three months or less can normally only be extended if a relevant recruitment and selection procedure has been followed.

Full name of employee:

Faculty/Directorate:

Emp. no:

Post no:

End date:

PLEASE COMPLETE THIS FORM AND EMAIL IT TO THE DIRECTORATE OF HUMAN RESOURCES [hrteam-employeeservices@brookes.ac.uk](mailto:hrteam-employeeservices@brookes.ac.uk) NO LATER THAN A MONTH BEFORE THE END DATE.

I confirm the above fixed-term contract/temporary contractual changes will **cease** from the date given above.

Signed Head of Department/Faculty/Directorate:....................................................................................................

Date:.....................................................................................................................................................................

Address (to forward P45):.......................................................................................................................................

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Please meet with the employee concerned as soon as possible as detailed in the guidance at the following link <https://www.brookes.ac.uk/human-resources/working-here/resources-for-managers/fixed-term-contract-guidance/>. Please advise, as a matter of urgency, whether it would be possible to redeploy the above staff member within your Faculty/Directorate at the end of the fixed-term contract, if it is not possible ascertain whether they wish to be considered for redeployment elsewhere in the University. If they do please provide them with details of the [Redeployment scheme](https://www.brookes.ac.uk/human-resources/working-here/employment-policies/redeployment-scheme/) and advise them to submit a [cover sheet](https://intranet.brookes.ac.uk/human-resources/documents/redeployment-cover-sheet/) and CV to the following email address [hr-redeployment@brookes.ac.uk](mailto:hr-redeployment@brookes.ac.uk)

If redeployment is not feasible and the staff member has continuous service of two years or more and their post is ending due to redundancy then the University will make a redundancy payment, based on statutory provisions. Staff whose contract is ending due to Some Other Substantial Reason e.g. the return of the substantive post holder will not be entitled to a redundancy payment.

I confirm the above fixed-term contract/temporary contractual changes will **continue** from the date given above.

Extend to:..............................................................................................................................................................

Code to account (give percentage figures if more than one code):...........................................................................

Authorised and signed by Finance:.........................................................................................................................

Signed by Dean of Faculty/Director:........................................................................................................................

Date:.....................................................................................................................................................................

Jul 2020