

## TES Assignments and Breaks Policy

### 1. Assignment Duration

Assignments should be no longer than 9 months in duration. In exceptional circumstances, the TES Team Leader may agree a short extension if:

- a) The department/institution is actively pursuing alternative arrangements; for example, advertising the vacancy or making arrangements to offer the TES temporary worker a fixed term contract.

OR

- b) The project that the temporary worker is undertaking is very close to completion and alternative arrangements are not practical.

### 2. Multiple Assignments with the Same Department/Institution

A temporary worker is permitted to have up to two 9 month assignments with the same department/institution. The two assignments should be separated with a 4 week break (see section 3 below).

When a temporary worker has had multiple short assignments with the same department, these assignments should total no more than 18 months in duration

When a temporary worker has two or more part-time assignments with the same department at the same time, this will count as one assignment when calculating the limits. In these cases where assignments overlap but have differing start or end dates the earliest start and latest end date will be used for calculating the limits. As demonstrated in the following example;

*A temporary worker has an assignment from 01/01/2013 – 14/09/2013 and another with the same department from 15/12/2012 – 31/08/2013. This totals one 9 month assignment for the department (15/12/2012 – 14/09/2013)*

### 3. Breaks

A temporary worker must have a 4 week break from TES (not just a particular department/institution) if:

- They have reached the 9 month assignment limit.

In order for a 4 week break to be considered a break:

- a) The assignment(s) must be ended on the TES Database;

**AND**

- b) The temporary worker must not undertake any assignments via TES for any department/institution during the break.

Any further assignments commencing after a 4 week break should be set-up with a new job reference number.

If you have any questions about this policy, or about the Temporary Employment Service, please contact the TES Team Leader, on (01223)765876 or via [temps@admin.cam.ac.uk](mailto:temps@admin.cam.ac.uk).