

Ending of Fixed Term Contracts Schedule

Please note that this schedule reflects the current notice periods within the University. You are advised to refer back to the relevant contract in order to confirm whether a different notice period applies.

This table should be used to plan consultation and notice periods for staff whose fixed term contracts are coming to an end. Select the column that corresponds to the length of service and staff group of the employee concerned and each column then indicates when the consultation period should begin, ie how many weeks before the date on which the contract is due to cease, and by when notice must be given. This table should be used in conjunction with the procedure for ending fixed term contracts: <http://www.hr.admin.cam.ac.uk/policies-procedures/ending-fixed-term-contracts>

Research, Assistant & Unestablished Academic & Academic Related ►	0-5 years service	5-9 years service	9 + years service
Weeks prior to end date ▼			
20			Verbally inform of end of contract
19			
18			Written invite to consultation
17			Consultation meeting
16		Verbally inform of end of contract	Consultation period ▼
15			▼
14		Written invite to consultation	▼
13		Consultation meeting	▼
12	Verbally inform of end of contract	Consultation period ▼	Written notice
11		▼	
10	Written invite to consultation	▼	
9	Consultation meeting	▼	
8	Consultation period ▼	Written notice	
7	▼		
6	▼		
5	▼		
4	Written notice		
3			
2			
1			
0	END OF CONTRACT	END OF CONTRACT	END OF CONTRACT

**IF YOU HAVE ANY QUERIES PLEASE DO NOT HESITATE TO CONTACT
YOUR HR SCHOOLS TEAM**