

[[**How to manage the end of a** [**fixed term contract**](https://documents.manchester.ac.uk/display.aspx?DocID=9623#:~:text=2.1%20The%20University%20of%20Manchester's,of%20notice%20by%20either%20party.)](https://documents.manchester.ac.uk/display.aspx?DocID=9623#:~:text=2.1%20The%20University%20of%20Manchester's,of%20notice%20by%20either%20party.)](https://documents.manchester.ac.uk/display.aspx?DocID=9623#:~:text=2.1%20The%20University%20of%20Manchester's,of%20notice%20by%20either%20party.)

When a fixed term contract ends, the contract can either be extended, transferred to a permanent contract, or it can expire without renewal. Schools/Directorates must make a formal decision on one of these options in plenty of time before the contract ends. The decision will depend on a range of factors that could include funding, the reason for the fixed term contract or the work to be completed. Where a fixed term contract ends, the member of staff may be entitled to a redundancy payment depending on their length of service.

Managers must enter into a formal consultation with employees six months before the end of the contract. People will support this process and send emails to managers and letters to employees at key points during the consultation. This begins with a six-month email alert to the managers.

During the consultation managers must:

* Meet with the fixed term member of staff at least six months before the expiry of the contract to provide an indication of what will happen at the end of the contract and begin discussions with the individual about the future. Even if it is not clear what will happen at the end of the contract this meeting must still be held.
* The member of staff will be given redeployee status four months before the potential expiry of their contract. Employees who have redeployee status will be considered for vacancies before other internal or external applicants.
* Liaise with People Services to make sure that a letter is issued at least three months prior to the expiry of the contract, along with information on any redundancy payments where applicable.
* Undertake appropriate consultation with the fixed term member of staff. This may include discussing alternatives to the end of the contract, looking at opportunities for redeployment and taking into account the individual’s comments. People Partners will provide advice and support on consultation where required.
* Remember that the member of staff has the right to appeal the decision to end their fixed-term contract.
* Liaise with People Services regarding any final letters and communications.

People Services Actions

* People Services send letters to the member of staff at six and three months before the end of their contract
* People Services will send reminders to managers at six months, four months and six weeks before the end of contract