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**End of Fixed-term Contract Consultation Form**

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| 1. **Employee details** |
| Name: |
| Continuous service start date: |
| Expected fixed-term contract end date: |
| Reason(s) for end of fixed-term contract *(please state)*: |
| **2. Meeting attended by** |
| Name: (Employee)  Name: (Line Manager)  Name: (HR Representative)  Name: (Union rep/work colleague – *delete as*  *appropriate)* |
| **3. Summary discussions between employee and line manager concerning future of the post** *(likelihood of contract ending at expected date, consideration of alternatives to the post being ended etc.)* |
| A meeting was held on ………………………………at which the employee was informed that, subject to the outcome of the consultation period, their contract **may** end on the expected fixed term contract end date.  For employees who have, or will have two year’s continuous service at the time that their fixed term contract ends (delete section in yellow if not relevant).   * The employee was advised that as they have **two years’ continuous service** with the University and due to their imminent contract end date, they will be entitled to a redundancy payment. * The employee was advised that they are entitled to take reasonable time off to attend interviews.   Other areas raised by the manager: |
| The employee asked for the following to be considered before a final decision to end the contract was made (if relevant): |

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| **Employee Declaration**  I confirm that the information contained within this form was discussed at the meeting. | |
| Employee name: | |
| Employee signature: | Date: |
| Manager’s name: | |
| Manager’s signature: | Date: |

**One copy should be retained by the manager and one copy provided to the employee.**