**Fixed term Contracts**

**Frequently Asked Questions**

1. **My fixed term contract is going to be extended, when will I receive my new contract?**

   The process to issue your contract extension is initiated by your Department when a Financial Authority to Appoint (ATA) form is completed with the details of the proposed contract extension. The ATA is authorised by a number of authorisers, (dependent upon the budget code being used); authorisers may include: Finance, the Grantholder, your Head of Department/School, the Dean/Chief Financial Officer, and HR. Once fully authorised, HR will issue the formal letter confirming your extension.

   The ATA takes an average of 3 weeks to be fully authorised. The [Process Overview for Fixed Term Contract Extensions](#) provides an indication of the steps that need to be undertaken for a contract extension to be issued.

2. **I work part time and/or my service is less than 12 months. How do I calculate my annual leave entitlement?**

   The University’s annual leave year is 1 October - 30 September.

   You can use the [Annual Leave Calculator](#) to calculate your entitlement.

3. **My fixed term contract is coming to an end, am I eligible for redeployment?**

   Staff are eligible to be considered for redeployment where they will have 12 months, or more, continuous service on their expected contract end date.

   If you will have 12 months, or more, continuous service by your expected contract end date, HR will automatically contact you with information about how to join the Redeployment Register.

   Further information on Redeployment, including the Redeployment Policy, can be found at: [http://www.strath.ac.uk/hr/redeployment/](http://www.strath.ac.uk/hr/redeployment/)

4. **My fixed term contract is coming to an end, am I eligible for redundancy pay?**

   Statutory Redundancy Pay is applicable in the following circumstances:

   - You are on a University employment contract and have two years or more continuous service
   - The reason for the termination of your employment is redundancy (i.e. there is no longer a requirement for the work to be undertaken or the work will be reduced/delivered in a different way)
• Your contract is being terminated by the University because the work is no longer available (not because you have found alternative employment and are no longer available for further work or you are not available for further work for any other reason). Further information can be found in Section 7 of the Policy on the Use of Fixed-Term and Open-Ended Employment Contracts.

You can review your eligibility for redundancy pay at https://www.gov.uk/redundant-your-rights/redundancy-pay.

Redundancy pay can be calculated at https://www.gov.uk/calculate-your-redundancy-pay.

5. Will I be moved to an Open-Ended Contract?

Normally, a member of staff will be deemed to hold an open-ended contract if –

- their contract has been previously renewed; and
- they have previously been employed on a fixed-term basis at the University without a break in service; and
- where the new contract period will result in the employment extending beyond four years or more

There will be cases where the extension provides for continuous service of four years or more but where the further funding for the post remains a significant risk or there are other clear indications that the post will only be required for an additional fixed term period. Such cases will be reviewed individually and where future requirements or funding are uncertain, objective justification for the continued use of a fixed-term contract beyond the four year point may apply.

Further information can be found in Sections 5 and 6 of the Policy on the Use of Fixed-Term and Open-Ended Employment Contracts.