Process Diagram – Contract End Management (Manager) (A3)

Path 1 (Top):
- Receive monthly contract-end data
- Assess the information received
  - Consider if wider redundancy pool applies in any case(s)
- Depending on staff affected, managers may follow up to all 4 paths
- Follow process for those 10 – 7 months from end-date
- Hold early conversations with employee(s) around their future-end date
- Confirm extension / further funding is possible
  - Raise Manager Request to issue notice of funding continuation / extension → Funding/Contract Extended
  - Manage expectations accordingly

After appropriate period of time, employee(s) will appear in the list of those 6 months fron their end-date

Path 2:
- Follow process for those 6 months or less from end-date
- Hold individual consultation discussion(s) with employee(s). (See Guidance – Individual Consultation & associated Checklist)
- Confirm extension / further funding is possible
  - Raise Manager Request to Issue notice of funding continuation / extension → Funding/Contract Extended
  - Manage expectations accordingly

After appropriate period of time, employee(s) name will appear in the list of those 4 months from their end-date

Path 3:
- Follow process for those 4 months from end-date
- Be aware that HR may issue notice of end of employment in 1 month (i.e. 3 months from end-date*). Continue to consult and advise HR if different action is to be taken (e.g. extension/continuation)

*This is based on the typical 3 month notice period. Managers should check specific notice details in the monthly data and act accordingly

- Confirm extension / further funding is possible
  - Raise Manager Request to issue notice of funding continuation / extension → Funding/Contract Extended
- Confirm no extension / further funding is possible
  - Raise Manager Request to issue notice of end of employment
- Manage expectations accordingly

1 month on, employee(s) name will appear in the list of those 3 months or less from their end-date

Path 4 (Bottom):
- Follow process for those 3 months or less from end-date
- Be aware that HR will issue notice of end of employment (at notice date). Managers should continue individual consultation until end-date, unless alternative outcome secured
- Confirm extension / further funding is possible
  - Raise Manager Request to issue notice of funding continuation / extension → Funding/Contract Extended
- Confirm no extension / further funding is possible
  - Raise Manager Request to issue notice of end of employment → Employee Contract Ends