Heriot Watt University
FTX FORM
Extension/Expiry of a Fixed Term Contract

For employees who, at the date their contract is due to end, will have either:
- *51 weeks' service (if start date prior to 6 April 2012) or*
- *1 year and 51 weeks' service (if start date of 6 April 2012 or later)*

Please complete section A, B or C as appropriate and forward this form to the Human Resources office at least 5 weeks before the current contract expiry date.

Personal Details

Employee Name:	Job Title:
School/Institute/Service:	Current Contract Expiry Date: Length of Service:

A. Extension of Contract

I confirm that the employee's contract is to be extended and I have attached the relevant approval form Available CC1 from http://www.hw.ac.uk/services/human-resources/human-resources-forms.htm

Signature of Nominated Representative ……………………………………………………………

Print Name …………………………………………………………………………………………….

Date …………………………………………………

B. Termination of Contract

I confirm that the fixed term appointment will cease on the current contract end date and that there are no alternative employment opportunities available for this employee within my own School/Institute/Service. A meeting was held with the employee to discuss the expiry of their contract. A copy of the letter sent to the employee inviting them to that meeting is attached, together with a completed Leaver's Form. The employee has been invited to forward their CV to HR.

Signature of Nominated Representative……………………………………………………Date …..………..

Print Name …………………………………………………………………………………………..

Signature of Head of School/Service ……………………………………………………Date…………..

C. I cannot confirm whether the contract will be extended or not at this time

I can confirm that there are no alternative employment opportunities available for this employee within my own School/Institute/Service. A meeting has been held with the employee to discuss the impending expiry of their fixed term contract. A copy of the letter inviting them to that meeting is attached, together with a completed Leaver's Form. The employee has been invited to forward their CV to HR

Signature of Nominated Representative ……………………………………………………Date………………

Print Name …………………………………………………………………………………………….

Signature of Head of School/Service……………………………………………………………Date ………………