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| **Reason for fixed-term contract as stated in contract** | **Service is 21 months or less:** | **Service is more than 21 months:** |
| Cover for a member of staff who is absent for a limited period (for example on maternity leave, sickness absence, study leave, secondment etc.) | Non-Renewal of Fixed-Term Contract Procedure | Non-Renewal of Fixed-Term Contract Procedure  |
| Externally-funded, time-limited research projects where the prospect of continued funding is unlikely  | Non-Renewal of Fixed-Term Contract Procedure  | Redundancy Procedure |
| Where the appointment requires specialist skills for a limited period to accomplish a particular task or project for a limited period  | Non-Renewal of Fixed-Term Contract Procedure | Non-Renewal of Fixed-Term Contract Procedure in cases where the task or time-limited project has ended or has a definite end point. Use Redundancy Procedure if work is continuing without definite end point but fewer staff are needed to carry it out  |
| Appointment to a clearly defined training or career development position (graduate trainees, apprentices, KTPs).  | Dependent on basis of appointment as specified in the Contract of Employment | Dependent on basis of appointment as specified in the Contract of Employment |
| Appointments to cope with unexpected or unpredictable period of demand over a time-limited period  | Non-Renewal of Fixed-Term Contract Procedure | Redundancy Procedure |