

## Redundancy Process Overview & Schedule

This guide provides managers with an overview of the stages required when following the University's Redundancy Procedure and the recommended **minimum** timescales that should be followed.

This table should be used as a guide for planning consultation meetings in order to meet contractual notice periods. For reasons of fairness, the University aims to provide minimum 3 months' notice in cases of redundancy. As a minimum, this will be the notice period to which the employee is contractually entitled. Managers should also consider occasions where additional time may be needed and factor this into the process. For example, Professors who may have a longer contractual notice period or any University closure periods.

Weeks prior to end date	Communications (HR action)	Process Stage (Manager action)
26	iTrent email notification sent to manager	Investigate whether the requirement for work is or may be ending. Where is it determined that work is or may be ending, Complete the MS form: <a href="#">Request to initiate the Redundancy Procedure</a>
25		
24		∨
23		Work with HR to produce a Redundancy Business Case (redundancy plan) for approval
22	iTrent email reminder sent to manager (where action has not yet been taken)	∨
21		∨
20	<i>Where no action has been taken by the manager, the case will be escalated to the Senior Manager/Head of Department</i>	∨
19	Inform manager once the Redundancy Business Case has been approved and confirm next steps Consultation templates will be provided	∨
18	Email notification sent to employee/s and copy to manager (what to expect)	Place employee/s at risk and written invite to consultation
17		∨
16		Consultation period
15		∨
14		∨
13		Conclude consultation and notify HR
12	Written notice sent to the employee/s	Notice period & redeployment support
11		∨
10		∨
9		∨
8		∨
7		∨
6		∨
5		∨
4		∨
3		∨
2		∨
1		∨
0	<b>End of Contract</b>	