|  |  |  |
| --- | --- | --- |
| **PERSONNEL/CONFIDENTIAL** NameAddress |  | Ref./DD/MM/YYYY |

Dear Name

**Contract extension**

I am writing to confirm the following changes to your contract.

Your contract of employment has been extended and will now expire on DD/MM/YYYY.

The reason that this contract is fixed term is that: *[select all that apply]*

1. you have been appointed to cover temporary staff absence (*provide details, e.g. sabbatical leave, parental leave, sick absence, secondment*)

2. you have been appointed to provide specialist expertise or experience which is required for a specific time or for a specific project (*provide brief details of project or reason for time limit)*

3. you have been appointed to develop a product or service for which the outcome and future need is uncertain (*provide brief details of e.g. the course or service which is under development)*

4. the post to which you have been appointed is intended specifically to provide a time-limited period of training or development (*provide brief details)*

5. you have been appointed to work on [and/or provide specialist expertise or experience to] a research project which is dependent on an external research grant and for which there is no expectation that the work will continue beyond the availability of that external funding *(provide details of project and grantor)*

6. the appointment is limited to the fixed period for which you have been granted a valid visa or work permit

 ***[for all academic or academic-related*** *staff include the following]*

Normal retirement date: the University’s Employer Justified Retirement Age arrangements were changed on 18 October 2022. For information about your retirement please see: <https://hr.web.ox.ac.uk/retirement>.

*[for posts in grades 1-10 include the following]*

Since the introduction of an Oxford University Weighting in August 2024, the salaries of staff in grades 1 to 10 are made up of two elements:

(a) a base salary which is based on the nationally negotiated pay spine. Your base salary is subject to any general increases applied to all base salaries of that grade based on the outcome of the annual, national pay negotiations;

(b) an Oxford University Weighting (OUW). This is a fixed-rate payment in addition to your base salary. The OUW element of your salary is not subject to any general increases applied to base salaries of that grade based on the outcome of the annual, national pay negotiations. Instead the OUW is reviewed regularly by the University through an internal process. Following a review, the OUW element of your salary may be increased or may remain unchanged. The University is under no obligation to increase the OUW following a review.

A table showing your base salary and your salary including OUW can be seen at <https://hr.web.ox.ac.uk/main-salary-and-grading-structure>.

*[in* ***all cases*** *include the following]*

All other terms and conditions included in your current contract of employment and as amended and updated remain unchanged.

*[if the extension is for* ***less*** *than 6 months* ***and*** *a letter X1 had been sent as the first stage of the end of fixed term contract process include the following paragraphs, otherwise delete as far as ‘At all times your employment is subject to…’*]

I wrote to you on [date of letter X1] advising you that your appointment would end on the expiry of your fixed-term contract. This contract extension means that your appointment will now end on [date] unless suitable alternative employment has been found before that date.

[*EITHER - if the individual has previously attended a meeting and indicated that they wish to be considered for vacancies as a priority candidate*] You will be eligible to apply for internal vacancies as a priority candidate from [*date 3 months before the new contract end date*] and a new letter reflecting the new contract end date is enclosed. [*enclose a new letter P1 identifying the individual as a priority candidate for the final three months of the contract extension period]*

 [*OR - if the individual has previously indicated that they do not wish to meet or be considered as a priority candidate*] In response to my letter[s] of [date(s)] you had indicated that you did not wish to meet with me or be considered as a priority candidate for internal vacancies. The department continues to be willing to support you and if your wishes change in this regard, please contact me to arrange a meeting.

At all times your employment is subject to the presentation of original documentation to establish your right to work in the UK, which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to present such documentation as and when requested from you.

To confirm your acceptance of this amendment to your contract, please sign and date the enclosed copy of this letter and return it to me as soon as possible.

Yours sincerely,

Name

Departmental administrator/Head of Department

Enclosure: copy of this letter

I accept the changes to my contract as stated above.

Signed ………………………………………..

Date ………………………………………..