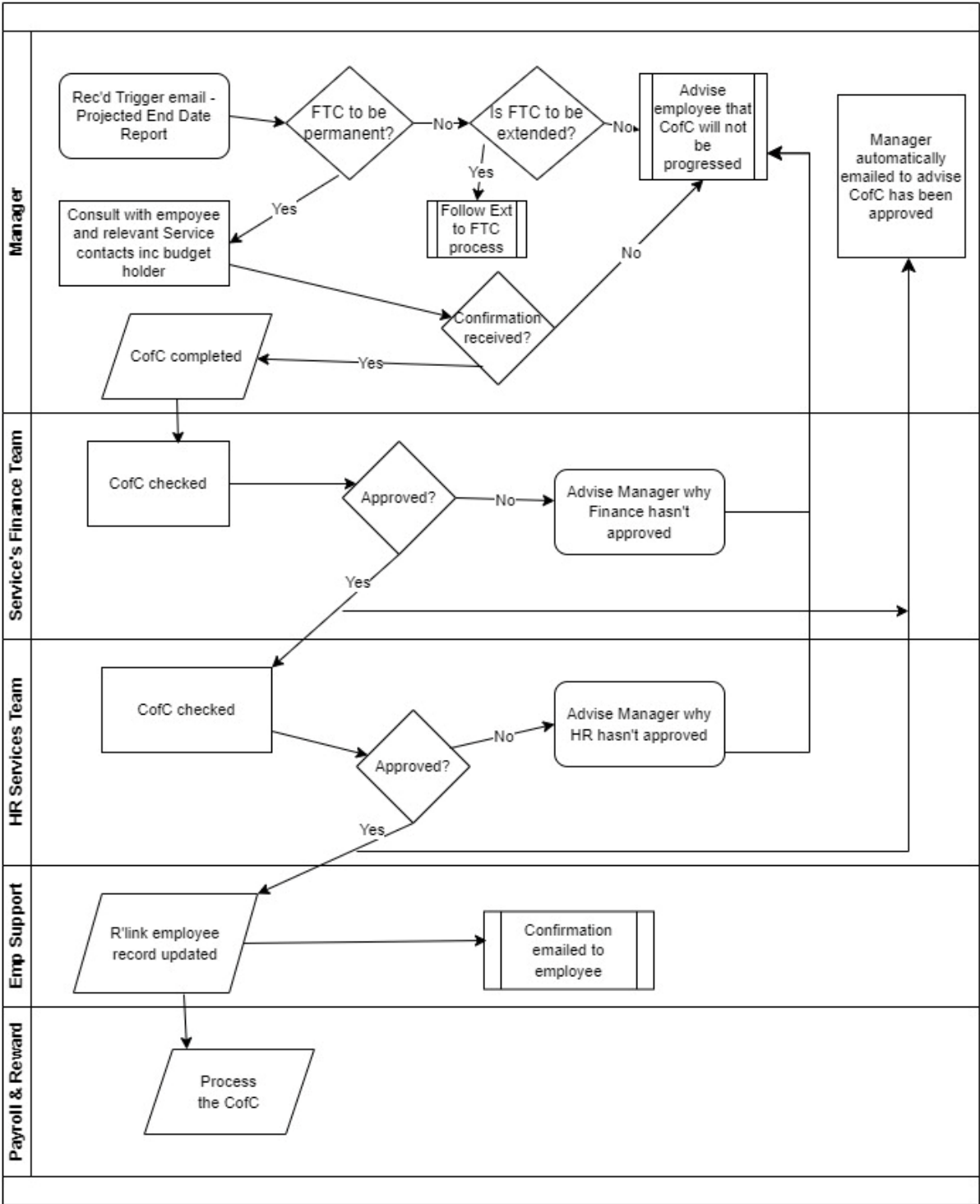


Fixed Term Contract to Permanent workflow



The request will originate with a Manager who will:

- Receive an automatic email notifying them of the projected end date of a fixed term contract.
- Consider whether the fixed term contract should be made permanent.
- If it is to be extended, follow the [extension to fixed term contract/secondment process](#).
- If it is to be neither made permanent nor extended, then inform the employee accordingly.
- If it is to be made permanent, consult employee and relevant Service contacts, including budget holder.
- If the Change of Circumstance is refused within the Service, advise the employee accordingly.
- If the Change of Circumstance is approved within the Service, submit a Change of Circumstance request on MyPKC Staff Portal.

The Change of Circumstance request will then be submitted to the Service Finance Team who will:

- Check the request.
- If the Change of Circumstance is not approved, they will advise the manager of the reasons.
- If the Change of Circumstance is approved, they will authorise the request on MyPKC Staff Portal and the manager will be informed of this.

The Change of Circumstance request will then be submitted to HR who will:

- Check the request.
- If the Change of Circumstance is not approved, they will advise the manager of the reasons.
- If the Change of Circumstance is approved, they will authorise the request on MyPKC Staff Portal and the manager will be informed of this.

Approved Change of Circumstances will then be processed by Employee Support to update status to permanent contract in the employee record in Resourcelink and confirmation emailed to the employee. The Payroll & Reward Team will then process the approved Change of Circumstance.