**UCD HR, University College Dublin**

**Employee Fixed Term/Specified Purpose Contract**

**End Date Notification Form**

**Section 1 – To be completed by Head of School/Unit**

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| --- | --- |
| Employee's Name: |  |
| Personnel No: |  |
| School/Unit: |  |
| Job Title: |  |
| Nature of position: | Temporary Full-Time Part-Time (please tick relevant boxes) |
| \*Date of last day at work / /\*This is the last date of payment by UCD and includes any annual leave taken during the notice period   |
| Annual leave outstanding for which payment is due (if applicable) |   |
| Please note that if an employee has completed 2 or more years continuous service in UCD, he/she may be entitled to a Statutory Redundancy Payment. |
| Signature of Head of School/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please return this Notification Form to HR Operations, UCD Human Resources, Roebuck Offices, Belfield at least 6 weeks prior to the contract end date**.

**Please note:**

* **Employees who required a Hosting Agreement as part of their employment in UCD must return the original to Resourcing, UCD Human Resources prior to their last day of work.**
* **Employees who required a Work Permit or Green Card must return the original to the Department of Enterprise Trade and Innovation.**