

3 Occupancy Limit of Tenure

Where an appointment has a limit of tenure it is also necessary to enter expected occupancy details for the position. This is the equivalent of entering contract end date details on the appointment screen of SECQUS. When it comes to appointing an individual, there may be other reasons in addition to those for a position end reason, which prevent employing an individual for the full period of the job (i.e. work permit/residency permit restrictions) or enable the employment of someone short-term (i.e. pending a recruitment campaign)

Hence there are additional reasons on the appointment forms:

Reason for appointment end date	Tick one
Limited Funding	
Pending permanent appointment	
Residency permit expiry	
Rotating appointments	
Specific project	
Temporary cover (maternity)	
Temporary cover (sickness)	
Temporary cover (not sickness or maternity)	
Training	
Transitional Duties during reorganisation	
Work permit expiry	

The reason for the appointment end date can be found in Section E of the New Appointment Request Form - CHRIS/10, or Section C of the New Short-Term (ungraded) Appointment -CHRIS/11 and New Unestablished Research Appointment - CHRIS/12 form.

If a job is temporary due to funding, and the appointee has been issued a work permit up to the same date, then 'Limited Funding' should be used as the reason in both the expected position and occupancy end reasons, as the funding is the driver in both cases. However, if the person has a work permit that expires before the end of the funding, then 'Limited Funding' should be used as the reason for the position and 'Work permit expiry' for the occupancy.

Everyone who has a work permit also has a residency permit, but there are people who have a residency permit who do not need work permits (e.g. spouses of work permit holders). It is only in these latter cases that 'Residency permit expiry' should be used as the occupancy end reason.

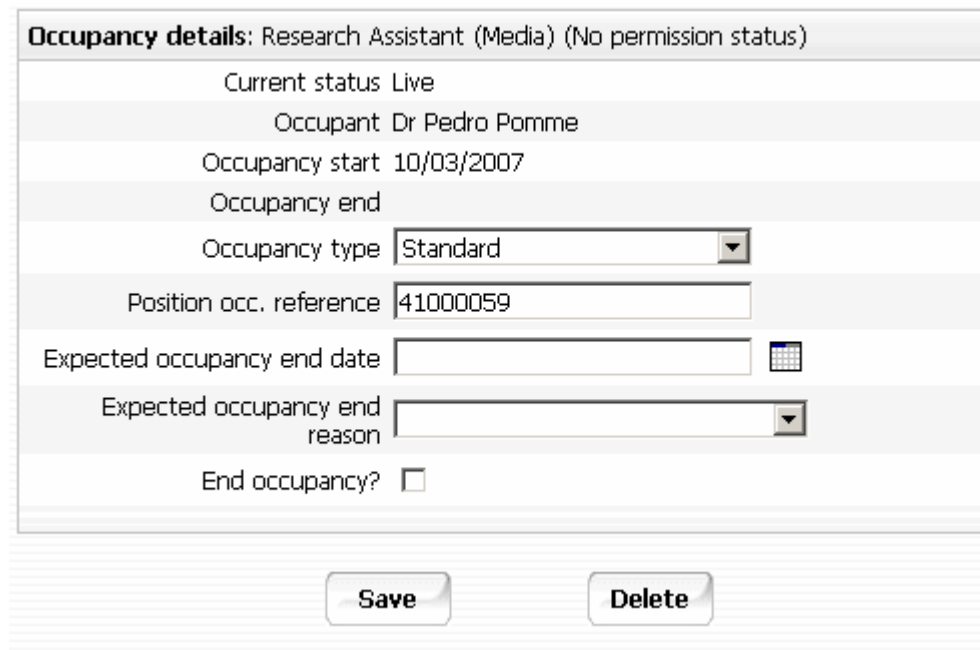
Transitional duties should be used where appointments are made temporarily pending the outcome of an impending reorganisation.

There are certain individuals who can only occupy a position for a fixed period of time even though the position continues - Vice-Chancellor, Pro-Vice-Chancellors, Proctors and Residents in the Department of Clinical Veterinary Medicine. For these individuals the occupancy end reason of 'Rotating Appointments' should be used.

Navigate: **Organisation > Positions (Select a position) > Occupancy details**

Limit of Tenure

1. With the University of Cambridge selected, click on Organisation explorer.
2. Click Positions in the Action Pane and search for the position for which you wish to record a limit of tenure.
3. Select the position and choose Occupancy details



Occupancy details: Research Assistant (Media) (No permission status)

Current status Live

Occupant Dr Pedro Pomme

Occupancy start 10/03/2007

Occupancy end

Occupancy type Standard

Position occ. reference 41000059

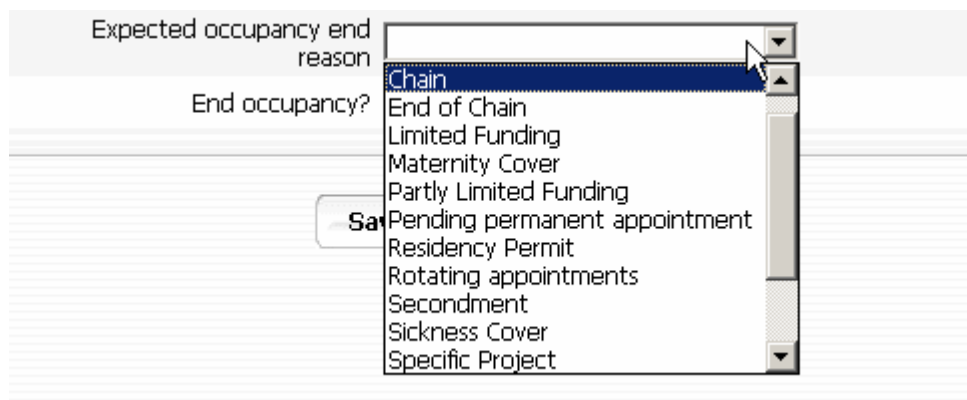
Expected occupancy end date

Expected occupancy end reason

End occupancy?

Save Delete

4. Enter the expected occupancy end date.
5. Enter the occupancy end reason, by selecting from the drop down list



Expected occupancy end reason

End occupancy?

Chain

End of Chain

Limited Funding

Maternity Cover

Partly Limited Funding

Pending permanent appointment

Residency Permit

Rotating appointments

Secondment

Sickness Cover

Specific Project

Save

6. Click on the  button