**Process for Line Managers requesting:**

* **new posts**
* **refills**
* **maternity leave cover**
* **contract extensions**
* **increase in employee contracted hours**

Action by admin team

Action by line manager or PI

**Process for Line Managers requesting:**

* **decrease in employee contracted hours**
* **funding changes for existing posts (with not contractual change)**

Action by admin team

Action by line manager or PI