



HUMAN RESOURCES DIRECTORATE BULLETIN

Ref No: 12.1
3 March 2017
To: All Staff

Dear Colleagues

Christmas Closure and Bank Holidays 2017-18

This is to advise you about the Bank Holidays and the proposed Christmas and New Year closure.

1 Bank Holidays

Good Friday	Friday 14 April 2017
Easter Monday	Monday 17 April 2017
May Bank Holiday	Monday 1 May 2017
Spring Bank Holiday	Monday 29 May 2017
Summer Bank Holiday	Monday 28 August 2017
Christmas Day	Monday 25 December 2017
Boxing Day	Tuesday 26 December 2017
New Year's Day	Monday 1 January 2018

In accordance with the Guidance on Statutory Holiday Entitlement for Part Time Employees, if you are on a part-time contract you are entitled to a pro rata amount of Statutory Holidays.

Support Staff Leave Year - 1 April 2017 - 31 March 2018 – 9 Statutory Holidays (this includes Good Friday 30 March 2018)

Academic Staff Leave Year - 1 September 2017 - 31 August 2018 - 8 Statutory Holidays

2 Christmas and New Year Closure

The University will close on Friday, 22 December 2017 at 5.00 pm and will re-open on Tuesday 2 January 2018. Staff who are needed to maintain essential services will be required to attend during this period.

The decision to grant additional days leave is not to be regarded as a precedent and it does not follow that similar arrangements will be adopted in future years.

With best wishes

Frances Hewison
Director of Human Resources