

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
Acting-Director of Personnel and Administrative Services



To all heads of departments and institutions, faculty board chairmen,
departmental administrators, faculty board secretaries

Ref. CO/1

Copies: heads of division and divisional secretaries, Principal
Administrator of the Conference of Colleges

14 December 2011

**University Administration and Services Offices: fixed periods of office closure to
Christmas 2016**

The University Administration and Services Offices will be closed on the following dates (inclusive):

Christmas 2011

Thursday 22 December until Monday 2 January 2012

Easter 2012

Thursday 5 April until Monday 9 April 2012

Christmas 2012

Friday 21 December until Tuesday 1 January 2013

Easter 2013

Thursday 28 March until Monday 1 April 2013

Christmas 2013

Monday 23 December until Wednesday 1 January 2014

Easter 2014

Thursday 17 April until Monday 21 April 2014

Christmas 2014

Wednesday 24 December until Friday 2 January 2015

Easter 2015

Thursday 2 April until Monday 6 April 2015

Christmas 2015



Wednesday 23 December until Friday 1 January 2016

Easter 2016

Thursday 24 March until Monday 28 March 2016

Christmas 2016

Thursday 22 December until Monday 2 January 2017

In addition, the Offices will be closed for normal business on the public holidays which fall in May and August of each year.

As a reminder, an additional bank holiday will fall in 2012 on Tuesday 5 June 2012 to celebrate the Queen's Diamond Jubilee. This will be granted by the University as additional holiday entitlement. In addition, the late May bank holiday will be moved to Monday 4 June.

ALISON CROSS

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