

PERSONNEL SERVICES

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



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

Ref. EMS/5,
EMS/6/11

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

1 February 2011

Additional bank holidays in 2011 and 2012

The following additional bank holidays have been announced by the Government:

Friday 29 April 2011 to celebrate the **Royal Wedding**; and

Tuesday 5 June 2012 to celebrate the **Queen's Diamond Jubilee**. In addition, the late May bank holiday will be moved to Monday 4 June.

These days will be granted by the University as additional holiday entitlement.

Departments are advised to consult their staff on how to cover operational requirements, preferably seeking volunteers to work where necessary and applying the usual compensatory arrangements for staff required to work on either or both of these days.

An additional copy of this circular is attached for display on departmental notice boards.

Action required

Departments are asked:

- (i) to note the dates of the additional bank holidays (Friday 29 April 2011 and Tuesday 5 June 2012) as well as the move of the late May bank holiday in 2012 to Monday 4 June;
- (ii) to consult staff regarding arrangements to cover operational needs;
- (iii) wherever practicable, to seek volunteers where it is necessary that staff work on a bank holiday;
- (iv) in accordance with departmental practice, to apply the usual bank holiday compensatory arrangements to any academic-related and support staff required to work on those days (which are summarised below); and
- (v) to display this circular on departmental notice boards.

Background

While there is no statutory or contractual entitlement to additional holidays, the University has granted additional leave to recognise extra public holidays. It is recognised that the granting of an additional day of paid leave in June **2012** may pose operational issues as it falls in Trinity



Term. Where operationally possible, employees should be afforded the opportunity to take leave on these days, subject to the arrangements set out in the staff handbooks for working on public holidays, which are summarised below.

Academic-related staff

Members of the academic-related staff who are requested to work on public holidays will be compensated by equivalent time off in lieu.

Support staff

(1) Staff who are *contractually required* to work on a public holiday will be paid at plain time rates for the hours worked, and will retain the day's leave to take at another time.

(2) Staff who are not contractually required to work on a public holiday and who are asked to work on a public holiday will retain one day's leave to take at another time. In addition, they may choose to **either** take time off in lieu (TOIL) **or** be paid for the hours worked. Staff who chose to take TOIL will be entitled to one hour off for every additional hour worked. Staff who choose to be paid will, in addition to their normal salary, receive payment at single time for the hours worked, which thus equates to double-time rates for the hours worked.

MS A CROSS

*Replaces existing circular: No
Copy for noticeboards: Yes*

AC/ER