

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
Director of Human Resources



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

Ref. CO/1

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

17 August 2016

**University Administration and Services Offices: fixed periods of office closure to
Christmas 2021**

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

Christmas 2016

Thursday 22 December until Monday 2 January 2017

Easter 2017

Thursday 13 April until Monday 17 April 2017

Christmas 2017

Friday 22 December until Tuesday 2 January 2018

Easter 2018

Thursday 29 March until Monday 2 April 2018

Christmas 2018

Monday 24 December until Wednesday 2 January 2019

Easter 2019

Thursday 18 April until Monday 22 April 2019

Christmas 2019

Monday 23 December until Wednesday 1 January 2020

Easter 2020

Thursday 9 April until Monday 13 April 2020

Christmas 2020

Wednesday 23 December until Friday 1 January 2021



Easter 2021

Thursday 1 April until Monday 5 April 2021

Christmas 2021

Thursday 23 December until Monday 3 January 2022

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

JULIAN DUXFIELD

*Replaces existing circular: PERS(11)16
Copy for noticeboards: Yes*