

## HUMAN RESOURCES

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

PERS(21)02



To: all heads of department and institutions, faculty board chairs,  
departmental administrators, and personnel administrators

Ref. CO/1

cc: heads of division and divisional registrars, Director of the  
Conference of Colleges Secretariat

10 February 2021

### **University Administration and Services Offices: fixed periods of office closure from Easter 2021 to Christmas 2027**

*The University Administration and Services Offices will be closed on the dates outlined below  
(inclusive).*

#### **1. Action required of departments**

To take note of the fixed closure dates listed below when carrying out departmental planning.

#### **2. Detail**

##### *Easter 2021*

Thursday 1 April until Monday 5 April 2021

##### *Christmas 2021*

Thursday 23 December until Monday 3 January 2022

##### *Easter 2022*

Thursday 14 April until Monday 18 April 2022

##### *Christmas 2022*

Thursday 22 December until Monday 2 January 2023

##### *Easter 2023*

Thursday 6 April until Monday 10 April 2023

##### *Christmas 2023*

Thursday 21 December until Monday 1 January 2024

##### *Easter 2024*

Thursday 28 March until Monday 1 April 2024



*Christmas 2024*

Monday 23 December until Wednesday 1 January 2025

*Easter 2025*

Thursday 17 April until Monday 21 April 2025

*Christmas 2025*

Wednesday 24 December until Friday 2 January 2026

*Easter 2026*

Thursday 2 April until Monday 6 April 2026

*Christmas 2026*

Wednesday 23 December until Friday 1 January 2027

*Easter 2027*

Thursday 25 March until Monday 29 March 2027

*Christmas 2027*

Thursday 23 December until Monday 3 January 2028

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

In 2022 the Spring Bank Holiday has been moved to Thursday 2 June to commemorate the Queen's Platinum Jubilee, and an additional bank holiday will be awarded on Friday 3 June.

**3. Further information**

If you have any queries, please contact Ruth Kinahan, HR Policy Manager ([ruth.kinahan@admin.ox.ac.uk](mailto:ruth.kinahan@admin.ox.ac.uk)). Details of fixed closure periods can also be found on the [Fixed closure dates | HR Support \(ox.ac.uk\)](#) webpage.

JULIAN DUXFIELD  
Director of Human Resources

AMO/JD

*Replaces existing circular: Yes [PERS(16)05]  
Copy for noticeboards: Yes*