

HUMAN RESOURCES

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



To: heads of division and divisional registrars; all heads of department and institutions, faculty board chairs, departmental administrators/ heads of administration and finance

Ref. EMS/5,
 EMS/6/11

9 August 2021

cc: HR administrators, Director of the Conference of Colleges Secretariat

Additional Bank Holiday 2022

The Government has announced that the late May bank holiday in 2022 has been moved to Thursday 2 June and an additional day's holiday has been awarded on Friday 3 June to celebrate the Queen's Platinum Jubilee.

This extra day 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.

1. Action required of departments

Departments are asked:

- (i) to note the date of Friday 3 June 2022 as an additional bank holiday as well as the move of the late May bank holiday in 2022 to Thursday 2 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

2. 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 2022** may pose operational issues as it falls in Trinity term. Where operationally possible, employees should be given 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

As set out in the [staff handbook for academic-related staff](#): members of academic-related staff who are requested to work on public holidays will be compensated by equivalent time off in lieu.

Support staff

As set out in the [staff handbook for support staff](#):

- 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;
- 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.

3. Further information

If you have a query please contact Ruth Kinahan, HR Policy Manager (ruth.kinahan@admin.ox.ac.uk).

JULIAN DUXFIELD
Director of Human Resources

JD/KAB

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