

Christmas Closure Policy

1. Introduction

The pattern of Christmas closure is set out below. The pattern maintains the policy of providing three extra days of closure in addition to the normal bank holiday and weekend closure.

2. Early closure

On the last working day, there will be an earlier closing time of 3pm, except when Christmas day falls on a Tuesday or if you work non-standard office hours.

3. Rules for taking leave

Staff taking the last working day before closure as a leave day should book the relevant number of working hours up to 3pm on that day. Part-time staff who normally finish work at 3pm or earlier will not be entitled to any additional time-off on the last working day.

Where Christmas Day falls on a Tuesday or a Thursday, the University will only be open for one day during the Christmas period. Heads of Units will have the discretion to grant such a day as annual leave, having regard to the demands of the area, the institutional needs at this time and the need to maintain essential services.

4. Exceptions

If you work in a unit with a business need to open during normal Christmas closure, you'll be notified of arrangements by your line manager and payment arrangements will be confirmed.

5. Pattern of Christmas closure

Christmas Day On Friday

Thursday 24th December	❖	Christmas Eve (Close 1500hrs)
Friday 25th December	❖	Christmas Day
Saturday 26th December	❖	Boxing Day - Weekend
Sunday 27th December	❖	Weekend
Monday 28th December	❖	Closure Day (in lieu of Boxing Day)
Tuesday 29th December	❖	Closure Day
Wednesday 30th December	❖	Closure Day
Thursday 31st December	❖	Closure Day
Friday 1st January	❖	Bank Holiday

Saturday 2nd January*	❖	Weekend
Sunday 3rd January	❖	Weekend
Monday 4th January	❖	Working Day

Christmas Day On Saturday

Friday 24th December	❖	Christmas Eve (Close 1500hrs)
Saturday 25th December	❖	Christmas Day - Weekend
Sunday 26th December	❖	Boxing Day - Weekend
Monday 27th December	❖	Closure Day (in lieu of Christmas Day)
Tuesday 28th December	❖	Closure Day (in lieu of Boxing Day)
Wednesday 29th December	❖	Closure Day
Thursday 30th December	❖	Closure Day
Friday 31st December	❖	Closure Day
Saturday 1st January	❖	Weekend
Sunday 2nd January*	❖	Weekend
Monday 3rd January	❖	Closure Day (in lieu of New Years Day)
Tuesday 4th January	❖	Working Day

Christmas Day On Sunday

Friday 23rd December	❖	Working Day (Close 1500hrs)
Saturday 24th December	❖	Christmas Eve - Weekend
Sunday 25th December	❖	Christmas Day - Weekend
Monday 26th December	❖	Boxing Day
Tuesday 27th December	❖	Closure Day (in lieu of Christmas Day)
Wednesday 28th December	❖	Closure Day
Thursday 29th December	❖	Closure Day
Friday 30th December	❖	Closure Day
Saturday 31st December	❖	Weekend
Sunday 1st January	❖	Weekend
Monday 2nd January*	❖	Closure Day (in lieu New Years Day)
Tuesday 3rd January	❖	Working Day

Christmas Day On Monday

Friday 22nd December	❖	Working Day (Close 1500hrs)
Saturday 23rd December	❖	Weekend
Sunday 24th December	❖	Weekend
Monday 25th December	❖	Christmas Day
Tuesday 26th December	❖	Boxing Day
Wednesday 27th December	❖	Closure Day
Thursday 28th December	❖	Closure Day
Friday 29th December	❖	Closure Day
Saturday 30th December	❖	Weekend
Sunday 31st December	❖	Weekend
Monday 1st January	❖	Bank Holiday
Tuesday 2nd January*	❖	Working Day

Christmas Day On Tuesday

Monday 24th December	❖	Christmas Eve (Closure Day)
Tuesday 25th December	❖	Christmas Day
Wednesday 26th December	❖	Boxing Day
Thursday 27th December	❖	Closure Day
Friday 28th December	❖	Closure Day
Saturday 29th December	❖	Weekend
Sunday 30th December	❖	Weekend
Monday 31st December	❖	Working Day
Tuesday 1st January	❖	Bank Holiday
Wednesday 2nd January*	❖	Working Day

Christmas Day On Wednesday

Tuesday 24th December	❖	Christmas Eve (Close 1500hrs)
Wednesday 25th December	❖	Christmas Day
Thursday 26th December	❖	Boxing Day
Friday 27th December	❖	Closure Day
Saturday 28th December	❖	Weekend
Sunday 29th December	❖	Weekend
Monday 30th December	❖	Closure Day
Tuesday 31st December	❖	Closure Day

Wednesday 1st January	❖	Bank Holiday
Thursday 2nd January*	❖	Working Day

Christmas Day On Thursday

Wednesday 24th December	❖	Christmas Eve (Close 1500hrs)
Thursday 25th December	❖	Christmas Day
Friday 26th December	❖	Boxing Day
Saturday 27th December	❖	Weekend
Sunday 28th December	❖	Weekend
Monday 29th December	❖	Closure Day
Tuesday 30th December	❖	Closure Day
Wednesday 31st December	❖	Closure Day
Thursday 1st January	❖	Bank Holiday
Friday 2nd January*	❖	Working Day

* Please note: in Scotland, 2nd January is a Bank Holiday. Where this falls on a weekend, the next working day is considered a Closure Day for Scotland in lieu of the Bank Holiday.

6. Social activities and conduct

Absence from normal duties during normal working hours, for festive activities, should not exceed a total of two hours (over and above the normal lunch break) and should be confined to the thirteen working days just before the Christmas break.

Christmas events should be entirely self-funded by individuals and should not be paid for by the University, either on purchase orders or by claiming on expenses.

Line managers are reminded to consider those who do not wish to celebrate Christmas for personal or religious reasons and ensure that any team activity planned does not exclude members of the team unintentionally. Please remember to talk through plans with team members, taking all views into account.

It is University policy that parties in offices, for whatever reason, are not permitted without the prior approval of the Head of Unit or Sub-unit.

7. Equality, diversity and inclusion

Policies are inclusive of all Open University staff, regardless of age, care experience, caring status or dependency, civil status, disability, family status, gender, gender expression, gender identity, gender reassignment, marital status, marriage and civil partnership, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background or trades union membership status.