

## **DESIGNATED STAFF HOLIDAYS FOR ACADEMIC YEAR 2023/2024**

i.e. 1<sup>st</sup> October 2023 to 30<sup>th</sup> September 2024.

	Fixed Closure Days	Public Holidays
<b>CHRISTMAS</b> Work finishes on Wednesday 20 December 2023 And resumes on Tuesday 2 January 2024	<b>5</b>	<b>3</b>
<b>EASTER</b> Work finishes on Thursday 28 March 2024 And resumes on Tuesday 2 April 2024		<b>2</b>
<b>EARLY MAY BANK HOLIDAY</b> – Monday 6 May 2024		<b>1</b>
<b>SPRING MAY BANK HOLIDAY</b> – Monday 27 May 2024		<b>1</b>
<b>SUMMER BANK HOLIDAY</b> - Monday 26 August 2024		<b>1</b>

ALL OTHER HOLIDAY IS TO BE TAKEN  
BY ARRANGEMENT WITH YOUR SUPERVISOR  
PLEASE ENSURE THAT YOU APPLY FOR LEAVE IN ADVANCE

If an employee is required by the department to come into work on a fixed closure day or a bank holiday then special arrangements can be made to enable the employee to take this leave at another time. Examples of such cases might include emergency buildings maintenance, undergraduate teaching or the handling of research experiments.

Only in exceptional circumstances will permission be granted for leave to be carried over into the following leave year and this will not normally exceed a maximum of five days.

Simon Probert, Head of Administration  
August 2023