UNIVERSITY OF DUNDEE

CHRISTMAS HOLIDAY ARRANGEMENTS

The University has for some years had in place guidelines about expectations of staff in relation to Christmas festivities and holiday closure arrangements. By way of reminder, these are as follows:

1. Staff are allowed to attend one office Christmas lunch or party for a period not exceeding 2½ hours of the working day (i.e. the normal lunch hour plus an additional 1½ hours). The extra 1½ hours may alternatively be used for early departure from work preceding an office evening party. Longer absences from the workplace, or attendance at more than one such event, must be covered in each case by annual leave.

2. In years when the University remains open on Christmas Eve, the close of business is 4.00pm. In years when the Christmas closure period begins before Christmas Eve, close of business on the last working day is 5.00pm.

3. Notwithstanding holiday arrangements for individual members of staff, all Schools and Directorates will be expected (a) to remain open until the official close of business for Christmas and (b) to reopen on the first University day of business in the New Year. Any variation from this policy must be agreed in advance with the Secretary and clear instructions given to the University telephonists about where to refer enquiries.

Dr Jim McGeorge
University Secretary and Chief Operating Officer

3 August 2018