**Frequently Asked Questions – Early Winter Break Closure 2024**

**When will the University close for the Winter Closure period?**

The University’s campuses traditionally close at 1:30pm on the last working day prior to the winter closure period with the majority of colleagues expected to work from 9am – 1:30pm continuously, with no break for lunch.

Recognising that the last working day would normally be 23December and this year it falls on a Monday, the decision has been made to close campuses from Friday 20December at 5pm. This means that most colleagues will benefit from an extension to this closure period.

All University colleagues who are in contractual employment on 23 December 2024 will be entitled to the extended winter closure day.

**Why has this additional time been allocated?**

During focus groups earlier this year, it was highlighted by colleagues across different areas of the University that additional time off is a benefit that they value in acknowledgement of the work and effort they put into their roles.

The Senior Leadership Team (SLT) would like to offer this additional time off for all colleagues as a thank you for their sustained effort and commitment to the University. This decision has been made at the discretion of SLT and is applicable to this year, 2024, only.

**Can I choose to work on 23 December and take the time off at an alternative time?**

The purpose of the additional day is to extend the closure period. Colleagues scheduled to work on 23 December, are required to take the time off on this day.

There will be very few exceptions to this, and the Senior Leadership Team will be providing the People Team with a list of colleagues, who are required to work, on campus, for operational reasons.

**If I am scheduled to work on 23 December, do I need to take any action to update my record on HR Connect?**

You will not be required to make any amendments to HR Connect.

As this additional time is not a statutory holiday or part of the University’s fixed leave entitlement, annual leave records on HR Connect will only be updated for colleagues unable to benefit from the extension to the closure period on 23rd December.

**What happens if I have already booked 23 December as Annual Leave?**

To support the People Team in processing this additional day, if you have already booked the 23 December as annual leave, it would be helpful if you can delete this out of your HR Connect record. The People Team will, however, do a check in January and will delete this, if required.

**Will the early finish of 1.30pm be moved to Friday 20 December?**

All colleagues who are scheduled to work on Friday 20 December, are expected to work their full contracted hours that day, normally 9am to 5pm, for most colleagues.

There will be no local decisions for Schools/Services to informally finish early. If colleagues want to finish early on Friday 20 December, they should request annual leave to accommodate this.

**If I am needed to work on 23 December due to the nature of my role, will I still be entitled to the time off?**

The University is grateful to the very small number of colleagues who, due to the nature of their role, will still be required to work. Managers will be asked to discuss local arrangements with affected teams, and colleagues will receive the equivalent time off based on contractual hours at normal time. This will be manually added into annual leave entitlements, by the end of January 2025.

There will be no enhanced rates for those required to work on Monday 23 December.

**Will I be entitled to any time off if Monday is not normally a working day for me?**

Yes, should your working pattern not include a Monday, you will receive the equivalent time off based on your contracted hours (pro-rata). This will be manually added into your annual leave entitlement by the end of January 2025.

Full-time colleagues (35 hours week) would have worked 4.5 hours on Monday 23 December. This equates to the equivalent of 0.128 FTE extra time off (4.5/35). For example, if you are a part-time colleague who works 18 hours, you will receive (rounded to the nearest half hour), 2.5 hours to be taken at an alternative time (18 \* 0.128FTE).

**If I am currently not attending work on 23 December due to a period of absence, will I receive any additional time off?**

Colleagues who have pre-approved absence such as maternity leave or shared parental leave on 23 December will receive the equivalent time off.

This will be manually added into your annual leave entitlement by the end of January 2025.

**I have an informal working pattern, where I do not normally work a Monday, will I receive any additional time off?**

Managing the additional time off is based on working patterns on the system, if you have an informal working pattern, no adjustments will be made for you to take the time off at an alternative time. Any regular changes to work patterns, should be formally requested through the Flexible Working Policy. Please contact employeerelations@napier.ac.uk for further information and advice on your informal working pattern.