



## Christmas closure arrangements 2019/20

### Key dates

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Below are the key dates for the 2019/20 Christmas and New Year period:

- Salary payment for December 2019 will be made on Thursday 19<sup>th</sup> December
- Generally, University buildings close for the period at 17:00 on Tuesday 24 December 2019 and re-open at 09:00 on Monday 6 January 2020 unless the Head of School/Support Department has made alternative arrangements. Those functions providing a service during this period publish their opening times separately.
- The designated public holidays for all staff, other than those who are routinely required to work weekends, will be:
  - Wednesday 25 December 2019
  - Thursday 26 December 2019
  - Wednesday 1 January 2020
  - Tuesday 2 January 2020
- The remaining three closure days in 2019 (Friday 27, Monday 30 and Tuesday 31 December) will be taken from annual leave entitlement.
- The remaining closure day in 2020 (Friday 3 January) will be taken from the 2020 annual leave entitlement.

Closure dates for 2019/20 will be announced early in the New Year.

Semester 2 starts on Monday 13 January 2020.

### Save energy with the Winter Shutdown campaign

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Did you know? The University has made a commitment to become carbon neutral by 2040. Over 75% of the University's carbon emissions currently come from the energy supplies which light and heat our buildings, so reducing how much we use can cut our emissions and save costs.

Before leaving the University at Christmas, staff should:

- Switch off lights and equipment
- Turn down heating to frost prevention
- Close windows and doors

If you work in a laboratory or a workshop, make sure to ask your Lab or Workshop Manager about their Winter Shutdown plans.

More information is available at [edin.ac/office-shutdown](http://edin.ac/office-shutdown)



## **Guidance on access to services during this period**

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### **Limited open access**

Some services operate limited opening to staff and students between Christmas and New Year (e.g. the Centre for Sport and Exercise and the Main Library). Opening times are published on their websites; you are advised to check access times before travelling.

### **Access to buildings and security**

In the majority of areas, members of staff have keys for obtaining access to their offices. Any special requirements for obtaining access should be referred initially to the Head of School or Service who, if necessary, can consult with the [Estates Helpdesk](#).

### **Cleaning**

Any requirements for cleaning during the period should be notified to the [Estates Helpdesk](#) as soon as possible.

### **Heating and frost precautions**

Any request for special arrangements of heating of individual offices, laboratories etc. should be referred by the Head of School or Service to the [Estates Helpdesk](#) as soon as possible.

It is realised that difficulties might be experienced in buildings where a significant number of individuals work during the holiday period. It is recommended that members of staff in such buildings should be encouraged to use one area to avoid the waste involved in heating the whole building and/or to use local point of use heating which has been tested for electrical safety. To avoid unnecessary cooling of buildings and possible frost damage to services, all Heads of School or Service are requested to ensure that members of staff close all windows and doors and that all staff check that no heaters or lights are left on before they leave their offices.

### **Invoices**

Finance will issue instructions and timetables for the processing of invoices around the holiday period.

### **Mail**

There will be no access to outgoing or incoming mail services during the period of closure. It is suggested that any member of staff who expects important mail might wish to advise senders to address mail to his/her home address.

For Public Service areas only (e.g. Veterinary Medicine) Royal Mail deliveries will continue but no uplift of mail will take place.

### **Telephones**

There will be no operator service on the University switchboards from 15:00 on Tuesday 24 December 2018 to 09:00 on Monday 6 January 2020. Calls to 0131 650 1000 will be connected to an answering service advising of the closure, but callers for the Small and Large Animal Practices, Communications and Marketing or on an urgent matter will be advised to re-dial 0131 650 2257 and speak with the Duty University Security Officer.

Those extensions with an appropriate level of access will be able to make outgoing calls and those equipped for Direct Dialling Inwards will be able to receive calls as normal.



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It is again emphasised that where action is necessary, Heads of School or Service should inform the person concerned as soon as possible.