

## Frequently Asked Questions (FAQs) for Staff

Following the announcement of the death of Her Majesty The Queen by Buckingham Palace, the UK Government announced that Monday 19 September will be a national bank holiday to coincide with Her Majesty Queen Elizabeth II's State Funeral.

### **Will the School close during the bank holiday on Monday 19 September 2022?**

Yes. The School will close on the day of the funeral. [In accordance with the School's message to staff on 12 September](#), the School will remain open and operational during the period of national mourning.

### **Will all staff be entitled to a day off work as a result of the bank holiday?**

All staff will be entitled to the bank holiday. For operational reasons and to ensure campus safety, a small number of staff will be required to work on Monday 19 September, but they will either be able to take the equivalent amount of leave at another time or be entitled to receive an overtime payment.

### **My role can require me to work during the bank holiday but I would like the day off to pay my respects.**

Managers are encouraged to respond sensitively to requests from staff who wish to take the day of the funeral off work and, where possible, will ask for volunteers to provide cover. Please discuss your request with your line manager so that they can consider whether any flexibility is possible.

### **Do I need to book the day off in MyView?**

Full-time members of staff do not need to book the day off – this will automatically be updated. If you are part-time, or work an irregular work pattern you will need to book the day off yourself. See **'I am part-time/I have compressed full-time working arrangements – how will this affect me?'**

### **If I have already booked annual leave for Monday 19 September – can I take this at another time now that it has been declared a bank holiday?**

Yes. If you have already booked annual leave for Monday 19 September 2022, this will be reversed on MyView and your annual leave entitlement will be automatically updated. You do not need to take any action yourself. Your adjusted annual leave entitlement will be reflected on MyView by the end of September 2022.

**I am part-time/I have compressed working arrangements – how will this affect me?**

If you are part-time and/or have compressed working arrangements (i.e. if you work full or part-time hours over less than five days per week) your annual leave is calculated in hours and pro-rated accordingly. Additional information can be found in the [Annual Leave Pocket Guide](#).

Please note that as with other bank holiday and closure periods, part-time staff will be required to book 19 September off on MyView, which will be adjusted to reflect the additional bank holiday in an individual's holiday entitlement by the end of September.

**I am part-time/I have compressed working arrangements but I do not work on a Monday (or am not scheduled to work on Monday 19<sup>th</sup> September 2022) – is there anything I need to do?**

No – you are not required to book any leave in the system for Monday 19th September 2022.

**Will there be an additional bank holiday for the Coronation?**

No decision has yet been made by the government; this will be announced nearer the time.