

Frequently Asked Questions (FAQs) for Staff

On 9 November, [it was announced](#) that LSE's winter holiday closure period will be exceptionally extended by three days in 2022; these extra days are Monday 19 December – Wednesday 21 December inclusive. This means that the majority of campus facilities will close from Monday 19 December 2022 and will reopen on Tuesday 3 January 2023. These FAQs answer questions that staff may have about individual annual leave scenarios and how they should be managed.

Do I need to book the extra three days off in MyView?

No. These three additional days of closure are separate from, and in addition to, your holiday entitlement and, therefore, do not need to be booked off in the normal way. As a result of the additional closure days, all staff who would normally work on 19-21 December inclusive will automatically benefit.

I have already booked one (or more) of these three days as annual leave – what should I do?

If you have already booked any of the days between 19-21 December inclusive as annual leave, any days booked as leave will be recredited to your outstanding leave entitlement for the year by Friday 18 November – you will then be able to take that leave at another time in line with LSE's normal annual leave procedure.

I work part-time/I have compressed hours arrangements – how will this affect me?

All staff who are due to work between 19-21 December inclusive will benefit from the additional closure regardless of specific individual working arrangements. If you have any questions about how this will impact you, please discuss these with your manager or HR Partner.

Will all staff be entitled to take these extra days off work?

For operational reasons and to ensure campus safety, a small number of staff will be required to work during the period of 19-21 December in line with LSE's usual management of closure periods. These staff will either be able to take the equivalent amount of leave at another time or be entitled to receive an overtime payment.

I am not able to take all of my annual leave before the end of 2022 – what are my options?

Staff are expected to continue to book and take their outstanding annual leave entitlement before the end of the 2022 leave year in line with the usual annual leave procedure.

If you previously booked any of 19-21 December as annual leave and there are significant operational obstacles to you taking that leave at another time prior to the end of December, your line manager may exceptionally agree to you carrying over that booked leave into the 2023 leave year, in addition to the normal carry-over limit of five days for full-time staff (pro-rata for part-time). For example, if you previously booked Wednesday 21 December as annual leave and, due to operational requirements, you are unable to take that leave before the end of the year, you may request to carry over up to six days' annual leave into 2023. All such exceptional carry-over must be agreed with your line manager and you can request to carry over additional leave into 2023 by submitting a request to your manager through MyView. This process will be launched in January 2023.

HR.MyView@lse.ac.uk can be contacted for any technical questions about using MyView. Managers may speak with their HR Partner or HR Adviser for more general advice about closure days or the use of annual leave within teams.