



UNIVERSITY OF PLYMOUTH

Inclusion Planner Guidance
(2021/22 Version)

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1. Summary and Purpose

The University's Inclusion Planner gives everyone within the University community easy access to information on important religious, cultural, international and health-related events throughout the academic year. Our University community is diverse and it is the responsibility of everyone to ensure that all staff, students, external contractors and visitors feel welcomed and respected.

The Inclusion Planner is online-based and you can access it on the Equality, Diversity and Inclusion webpages at www.plymouth.ac.uk/equality. You can also subscribe to an Outlook version of the planner via this link.

2. Guidance

2.1 – Using the Inclusion Planner

All dates on the planner are important and you should be careful in planning activities around certain dates. However, section 3.2 shows the most significant religious festivals in the UK for 2021/22.

It is important to remember that failure to take into account religious festivals when planning work could seriously impact staff and students and could contravene the Equality Act 2010 by excluding minority/minoritised groups leading to indirect discrimination.

2.2 – Significant dates for 2021/22

Events in bold	Events in bold can have a major learning/working impact on our staff and students. It is essential that University activities are not scheduled on these dates wherever possible. This includes exams, conferences, committees and degree ceremonies. If an employee is scheduled to work on a red day then they must discuss this with their line manager with an option to opt-out.
Events not in bold	Events not in bold will sometimes require alternative arrangements for staff and students and you should only schedule working/learning activities if necessary. Muslim and Jewish staff and students are most likely to be affected by these dates and may not be able to work or study. Some events in this category are days of observance and staff and students may wish to attend memorial events.

Please note:- Muslim and Jewish festivals/events start at sundown and continue until sundown the next day. Jewish staff/students may need to leave work earlier on Fridays for Shabbat. Some Jewish staff and students will be unable to use electronic devices during Shabbat.

It is expected that you will make reasonable adjustments or alternative arrangements where possible to support staff and students. There must be a genuine business/academic reason for refusal to grant leave for a religious festival or refusal to adopt a flexible approach to working hours around religious festivals.



Every Week		
Every Friday sundown to Saturday sundown	Judaism	Shabbat (Sabbath)
Daily prayers	Judaism	Times vary each day according to daylight hours
Daily prayers	Islam	Times vary each day according to daylight hours
September 2021		
6th - 8th September	Judaism	Rosh Hashanah (New Year)
15th September	Judaism	Yom Kippur (Day of Atonement)
20th - 27th September	Judaism	Sukkot (Tabernacles)
27 th – 28 th September	Judaism	Shemini Atzeret
28 th – 29 th September	Judaism	Simchat Torah
October 2021		
18 th October	Islam	Mawlid un-Nabi
November 2021		
4 th November	Hindu	Diwali (Divali, Deepavali)
24 th November	Sikh	Martyrdom of Guru Tegh Bahadar
19 th November	Sikh	Birthday of Guru Nanak
4 th November	Hindu	Diwali (Divali, Deepavali)
December 2021		
25th December	Christianity	Christmas Day
January 2022		
9 th January	Sikh	Guru Gobind Singh's Birthday
27th January	International	International Holocaust Memorial Day
February 2022		
1 st - 28 th February	LGBT+	LGBT+ History Month
1st February	Chinese	Chinese New Year (Year of the Tiger)
March 2022		
8 th March	Cultural	International Women's Day
31 st March	LGBT+	Trans Day of Visibility
April 2022		
2nd April – 1st May	Islam	Ramadan begins
15th – 23rd April	Judaism	Pesach (Passover)
13 th April	Sikh	Vaisakhi/Baisakhi
15th April	Christianity	Good Friday
17th April	Christianity	Easter Sunday
21 st April – 1 st May	Baha'i	Ridvan
28 th April	Judaism	Yom HaShoah
29 th April	Islam	Laylat al-Qadr
May 2022		
2nd May	Islam	Eid-ul-Fitr
15 th May	Buddhism	Vesak (Buddha Day)
17 th May	LGBT+	International Day Against Homophobia, Biphobia and Transphobia
June 2022		
June (date TBC)	Cultural	Refugee Week
1 st -30 th June	LGBT+	LGBT+ Pride Month

4 th – 6 th June	Judaism	Shavuot
16 th June	Sikh	Martyrdom of Guru Arjan Dev
July 2022		
10 th July	Islam	Eid-ul-Adha
August 2022		
6 th August	Judaism	Tisha B'Av
8 th August	Islam	Ashura
18 th August	Hindu	Krishna Janmashtami

3. Additional Support

University staff should use this guidance alongside the Inclusion Planner 2021/22 to ensure they are not indirectly discriminating against staff or students in planning activities. For additional support or information, staff can contact one of the services below.

3.1 - Equality, Diversity and Inclusion

You can contact the EDI department confidentially for advice and support at any time via the following routes:

- Email: equality@plymouth.ac.uk
- Twitter: www.twitter.com/PlymUniEquality
- Facebook: www.facebook.com/PlymUniEquality

You can also access further information on independent support services, policy guidance and terminology used by visiting www.plymouth.ac.uk/equality

3.2 - Pastoral and Spiritual Support

All staff and students can access the University's Pastoral and Spiritual Support services for information and advice.

The team is led by the University's pastoral and spiritual support coordinator who is supported by faith advisors from the Jewish, Islamic, Catholic, Hindu, Humanist, Buddhist, Orthodox and Quaker communities.

The service can be contacted by email on spiritualsupport@plymouth.ac.uk

4. Document Governance

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HR Document Review History

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2	July 2020	Ariel Chapman	Transfer onto new document template, dates amended to reflect 2020/21 academic year.
3	July 2021	Ariel Chapman	Renamed 'Inclusion Planner Guidance'. Dates updated for 2021/22 academic year.