



Britannia House, Junction Street,
Darwen, Lancashire, BB3 2RB

t: 01254 773718
f: 01254 700254
e: info@wecl.co.uk
w: www.wec-group.com
Reg. in England: 353015
VAT No: 176 4727 75

CHRISTMAS SHUTDOWN PERIOD 2016

The 2016 shutdown period has been confirmed as follows:

- Monday 26th December – Bank Holiday
- Tuesday 27th December – Bank Holiday
- Wednesday 28th December - Statutory Holiday
- Thursday 29th December – Statutory Holiday
- Friday 30th December – Statutory Holiday
- Monday 2nd January 2017 – Bank Holiday

Please note, unless you work part time*, you are required to save **3 statutory holidays** for the 2016 Christmas shutdown. If you work a Monday- Thursday night shift you will be required to save 2 statutory holidays for the 2016 Christmas shutdown.

*if you work part time and are unsure about how many holidays you need to save please speak to HR.

You can request holidays for week commencing 19th December 2016- 23rd December 2016, these holidays will only be authorised by Director approval. This is subject to first come first served and clash list.