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Christmas Shutdown for 2017

The 2017 Christmas Shutdown has been confirmed as follows: -

Monday 25 th December 2017	Bank holiday
Tuesday 26 th December 2017	Bank holiday
Wednesday 27 th December 2017	Statutory holiday
Thursday 28 th December 2017	Statutory holiday
Friday 29 th December 2017	Statutory holiday
Monday 1 st January 2018	Bank holiday

Please note, unless you work part time*, you are required to save 3 statutory holidays for the 2017 Christmas shutdown. If you work a Monday- Thursday night shift you will be required to save 2 statutory holidays for the 2017 Christmas shutdown.

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

As you are aware - as a general rule holidays in December and especially those “tagged on “to the Christmas shutdown is subject to **Director discretion**. Holidays cannot be taken in the 5 working days preceding the 24th December and the 5 working days post the first day of work in January, unless agreed in writing by a Company Director. Any “tagged on” holidays to the Christmas shutdown cannot be pre booked early in the year as the decision is based on workload.

Should you have any questions concerning the 2017 Christmas shutdown, please contact Gemma Kennedy in HR on ext. 2361.