



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 for 2018

The 2018 Christmas Shutdown has been confirmed as follows: -

Monday 24th December 2018	Statutory Holiday
Tuesday 25 <sup>th</sup> December 2018	Bank Holiday
Wednesday 26 <sup>th</sup> December 2018	Bank Holiday
Thursday 27 <sup>th</sup> December 2018	Statutory Holiday
Friday 28 <sup>th</sup> December 2018	Statutory Holiday
Monday 31 <sup>st</sup> December 2018	Statutory Holiday
Tuesday 1 <sup>st</sup> January 2019	Bank Holiday

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 2018 Christmas shutdown, please contact Gemma Kennedy in HR on ext. 2361.