Dear Operative

Please be aware that, due to the way that the Christmas Bank Holidays fall this year, it will not be possible to make payments into your bank on the normal days.

Payments for work week ending 20th December will be made on THURSDAY 24th December.

Payments for work week ending 27th December will be made on WEDNESDAY 6th January.

and week ending 3rd January will be made on Friday 8th January 2021 as normal.

**PLEASE NOTE THAT THESE DATES ARE DEPENDENT ON YOUR TIMESHEETS BEING RECEIVED BY NOON ON MONDAY 21st DECEMBER (for payment on Thursday 24th) NOON ON WEDNESDAY 30TH DECEMBER (for payment on Wednesday 6th Jan) and 5PM ON TUESDAY 5TH JANUARY (for payment on Friday 8th). ANY NOT RECEIVED BY THESE DEADLINES WILL UNFORTUNATELY BE CARRIED FORWARD TO THE FOLLOWING PAYROLL.**

May I take this opportunity to thank you for your efforts over the past year and wish you a very Merry Christmas and a Happy New Year.

Regards

Lorna Loveard

Finance Director

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