

**CHRISTMAS CLOSEDOWN ARRANGEMENTS 2015-2020****CHRISTMAS CLOSEDOWN ARRANGEMENTS 2015****1. WORKING DAYS (OFFICE BASED EMPLOYEES)**

Wednesday, 23 <sup>rd</sup> December 2015	Normal working day
Thursday, 24 <sup>th</sup> December 2015	Open in the morning, close at 12 noon, 2 hours credit given for the afternoon.
Friday, 25 <sup>th</sup> December 2015	Bank Holiday - Christmas Day
Monday, 28 <sup>th</sup> December 2015	Bank Holiday for Boxing Day
Tuesday, 29 <sup>th</sup> December 2015	Extra Statutory Day
Wednesday, 30 <sup>th</sup> December 2015	Closedown – covered by leave
Thursday, 31 <sup>st</sup> December 2015	Closedown – covered by leave
Friday, 1 <sup>st</sup> January 2016	Bank Holiday - New Year's Day
Monday, 4 <sup>th</sup> January 2016	Normal Working Day

**2. FLEXI-TIME**

Detailed arrangements will be issued nearer the time. Two hours credit will be granted for Christmas Eve afternoon in circumstances where the establishment enforces early closure. Main office bases will be closed early.

**3. WORKING DAYS (EMPLOYEES WORKING 5 DAYS FROM 7 DAYS, I.E. SHIFT WORKERS)**

For these employees the Bank Holidays will be: -

Friday, 25<sup>th</sup> December 2015 (paid as per Single Status Agreement)

Monday, 28<sup>th</sup> December 2015 (paid as per Single Status Agreement)

Tuesday, 29<sup>th</sup> December 2015 (paid as per Single Status Agreement)

Friday, 1<sup>st</sup> January 2016 (paid as per Single Status Agreement)

**4. STAND BY AND CALL OUT**

As per local agreements.

## CHRISTMAS CLOSEDOWN ARRANGEMENTS 2016

### 1. WORKING DAYS (OFFICE BASED EMPLOYEES)

Friday, 23 <sup>rd</sup> December 2016	Normal working day
Monday, 26 <sup>th</sup> December 2016	Bank Holiday – Boxing Day
Tuesday, 27 <sup>th</sup> December 2016	Extra Statutory Day
Wednesday, 28 <sup>th</sup> December 2016	Bank Holiday – Christmas Day
Thursday, 29 <sup>th</sup> December 2016	Closedown – covered by leave
Friday, 30 <sup>th</sup> December 2016	Closedown – covered by leave
Monday, 2 <sup>nd</sup> January 2017	Bank Holiday for New Year's Day
Tuesday, 3 <sup>rd</sup> January 2017	Normal Working Day

### 2. FLEXI-TIME

Detailed arrangements will be issued nearer the time. Two hours credit will be granted for Christmas Eve afternoon in circumstances where the establishment enforces early closure. Main office bases will be closed early.

### 3. WORKING DAYS (EMPLOYEES WORKING 5 DAYS FROM 7 DAYS, I.E. SHIFT WORKERS)

For these employees the Bank Holidays will be: -

Monday, 26<sup>th</sup> December 2016 (paid as per Single Status Agreement)

Tuesday, 27<sup>th</sup> December 2016 (paid as per Single Status Agreement)

Wednesday, 28<sup>th</sup> December 2016 (paid as per Single Status Agreement)

Monday, 2<sup>nd</sup> January 2017 (paid as per Single Status Agreement)

### 4. STAND BY AND CALL OUT

As per local agreements.

## CHRISTMAS CLOSEDOWN ARRANGEMENTS 2017

### 1. WORKING DAYS (OFFICE BASED EMPLOYEES)

Friday, 22 <sup>nd</sup> December 2017	Normal working day
Monday, 25 <sup>th</sup> December 2017	Bank Holiday – Christmas Day
Tuesday, 26 <sup>th</sup> December 2017	Bank Holiday – Boxing Day
Wednesday, 27 <sup>th</sup> December 2017	Extra Statutory Day
Thursday, 28 <sup>th</sup> December 2017	Closedown – covered by leave
Friday, 29 <sup>th</sup> December 2017	Closedown – covered by leave
Monday, 1 <sup>st</sup> January 2018	Bank Holiday – New Year's Day
Tuesday, 2 <sup>nd</sup> January 2018	Normal Working Day

### 2. FLEXI-TIME

Detailed arrangements will be issued nearer the time. Two hours credit will be granted for Christmas Eve afternoon in circumstances where the establishment enforces early closure. Main office bases will be closed early.

### 3. WORKING DAYS (EMPLOYEES WORKING 5 DAYS FROM 7 DAYS, I.E. SHIFT WORKERS)

For these employees the Bank Holidays will be: -

Monday, 25<sup>th</sup> December 2017 (paid as per Single Status Agreement)

Tuesday, 26<sup>th</sup> December 2017 (paid as per Single Status Agreement)

Wednesday, 29<sup>th</sup> December 2017 (paid as per Single Status Agreement)

Monday, 1<sup>st</sup> January 2018 (paid as per Single Status Agreement)

### 4. STAND BY AND CALL OUT

As per local agreements.

## CHRISTMAS CLOSEDOWN ARRANGEMENTS 2018

### 1. WORKING DAYS (OFFICE BASED EMPLOYEES)

Friday, 21 <sup>st</sup> December 2018	Normal Working Day
Monday, 24 <sup>th</sup> December 2018	Closed – covered by half day leave plus 2 hours credit for the afternoon
Tuesday, 25 <sup>th</sup> December 2018	Bank Holiday - Christmas Day
Wednesday, 26 <sup>th</sup> December 2018	Bank Holiday - Boxing Day
Thursday, 27 <sup>th</sup> December 2018	Extra Statutory Day
Friday, 28 <sup>th</sup> December 2018	Closedown – covered by leave
Monday, 31 <sup>st</sup> December 2018	Closedown – covered by leave
Tuesday, 1 <sup>st</sup> January 2019	Bank Holiday - New Year's Day
Wednesday, 2 <sup>nd</sup> January 2019	Normal Working Day

### 2. FLEXI-TIME

Detailed arrangements will be issued nearer the time. Two hours credit will be granted for Christmas Eve afternoon in circumstances where the establishment enforces early closure. Main office bases will be closed early.

### 3. WORKING DAYS (EMPLOYEES WORKING 5 DAYS FROM 7 DAYS, I.E. SHIFT WORKERS)

For these employees the Bank Holidays will be: -

Tuesday, 25<sup>th</sup> December 2018 (paid as per Single Status Agreement)

Wednesday, 26<sup>th</sup> December 2018 (paid as per Single Status Agreement)

Thursday, 27<sup>th</sup> December 2018 (paid as per Single Status Agreement)

Tuesday, 1<sup>st</sup> January 2019 (paid as per Single Status Agreement)

### 4. STAND BY AND CALL OUT

As per local agreements.

## CHRISTMAS CLOSEDOWN ARRANGEMENTS 2019

### 1. WORKING DAYS (OFFICE BASED EMPLOYEES)

Monday, 23 <sup>rd</sup> December 2019	Normal Working Day
Tuesday, 24 <sup>th</sup> December 2019	Open in the morning, close at 12 noon, 2 hours credit given for the afternoon.
Wednesday, 25 <sup>th</sup> December 2019	Bank Holiday - Christmas Day
Thursday, 26 <sup>th</sup> December 2019	Bank Holiday - Boxing Day
Friday, 27 <sup>th</sup> December 2019	Extra Statutory Day
Monday, 30 <sup>th</sup> December 2019	Closedown – covered by leave
Tuesday, 31 <sup>st</sup> December 2019	Closedown – covered by leave
Wednesday, 1 <sup>st</sup> January 2020	Bank Holiday - New Year's Day
Thursday, 2 <sup>nd</sup> January 2020	Normal Working Day

### 2. FLEXI-TIME

Detailed arrangements will be issued nearer the time. Two hours credit will be granted for Christmas Eve afternoon in circumstances where the establishment enforces early closure. Main office bases will be closed early.

### 3. WORKING DAYS (EMPLOYEES WORKING 5 DAYS FROM 7 DAYS, I.E. SHIFT WORKERS)

For these employees the Bank Holidays will be: -

Wednesday, 25<sup>th</sup> December 2019 (paid as per Single Status Agreement)

Thursday, 26<sup>th</sup> December 2019 (paid as per Single Status Agreement)

Friday, 27<sup>th</sup> December 2019 (paid as per Single Status Agreement)

Wednesday, 1<sup>st</sup> January 2020 (paid as per Single Status Agreement)

### 4. STAND BY AND CALL OUT

As per local agreements.

## CHRISTMAS CLOSEDOWN ARRANGEMENTS 2020

### 1. WORKING DAYS (OFFICE BASED EMPLOYEES)

Wednesday, 23 <sup>rd</sup> December 2020	Normal Working Day
Thursday, 24 <sup>th</sup> December 2020	Open in the morning, close at 12 noon, 2 hours credit given for the afternoon.
Friday, 25 <sup>th</sup> December 2020	Bank Holiday - Christmas Day
Monday, 28 <sup>th</sup> December 2020	Bank Holiday for Boxing Day
Tuesday, 29 <sup>th</sup> December 2020	Extra Statutory Day
Wednesday, 30 <sup>th</sup> December 2020	Closedown – covered by leave
Thursday, 31 <sup>st</sup> December 2020	Closedown – covered by leave
Friday, 1 <sup>st</sup> January 2021	Normal working day.

### 2. FLEXI-TIME

Detailed arrangements will be issued nearer the time. Two hours credit will be granted for Christmas Eve afternoon in circumstances where the establishment enforces early closure. Main office bases will be closed early.

### 3. WORKING DAYS (EMPLOYEES WORKING 5 DAYS FROM 7 DAYS, I.E. SHIFT WORKERS)

For these employees the Bank Holidays will be: -

Thursday, 25<sup>th</sup> December 2020 (paid as per Single Status Agreement)

Friday, 26<sup>th</sup> December 2020 (paid as per Single Status Agreement)

Monday, 29<sup>th</sup> December 2020 (paid as per Single Status Agreement)

Thursday, 1<sup>st</sup> January 2021 (paid as per Single Status Agreement)

### 4. STAND BY AND CALL OUT

As per local agreements.