



DAY	DATE	OPENING HOURS	CONTRACTOR
Monday 17th to Friday 21st December		Normal week	Normal week
Monday Christmas Eve	24th December	Normal day with 4pm finish	Expenses received by 6pm are guaranteed for Friday payroll
Tuesday Christmas Day	25th December	Closed	
Wednesday Boxing Day	26th December	Closed	
Thursday	27th December	Normal day	
Friday	28th December	Normal day with 4pm finish	Contractor payroll run
Monday New Year's Eve	31st December	Normal day with 4pm finish	
Tuesday New Year's Day	1st January	Closed	
Wednesday	2nd January	Normal day	Expenses received by 6pm are guaranteed for Friday payroll
Thursday	3rd January	Normal day	
Friday	4th January	Normal day	Contractor payroll run