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TO:- All Personnel	FROM:- S A Laird	COPIES:-
DATE:- 20 th November 2018	SUBJECT:- Christmas & New Year Closing & Pay Arrangements	

This year our office will close at 4:30 pm 21st December 2018 and re-open at 8:00 am 2nd January 2019.

Because of staff holidays and BACS closures, etc. the arrangements for payment of wages will be as follows:-

Weekly Paid Personnel

<u>Week Ending</u>	<u>BACS run date</u>	<u>Cleared funds available</u>
16 th December 2018	18 th December 2018	21 st December 2018
23 rd December 2018	21 st December 2018	28 th December 2018
30 th December 2018	2 nd January 2019	4 th January 2019

Week Ending 23rd December 2018 – please submit signed estimated timesheets by 9:00 am on 21st December 2018, corrected timesheets should be received no later than 10:00 am on 8th January 2019 for payment on 11th January 2019.

Monthly Paid Salaries

Any salaried staff will be paid on the last working day of the month as usual, this year the date is 31st December 2018.



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Holidays

Weekly paid PAYE personnel: if you have any holidays remaining that you wish to be paid you must notify us that you wish to be paid these on the appropriate timesheet.

Because of the time schedule imposed on us by BACS, personnel are advised to submit timesheets and in the case of Sub contractors, invoices, at the **earliest possible opportunity** and certainly **no later than 9:00 am on the BACS run date**. Payment for timesheets and/or invoices not received in time will be made on the next available date.