

Memo

01/10/2019

Christmas Closing 2019

I have been looking at the days that Christmas falls this year and working out when we will be closed to allow for the 5 days holiday over the Christmas period. I am proposing the following days for our branch closure in December.

Last day trading either Friday 20th or Saturday 21st December (see note below re normal day off in January*) Last day for warehouse to be open Friday 20th December and re open Thursday 2nd January

Monday 23rd December - day 1 holiday
Tuesday 24th December - day 2 holiday
Wednesday 25th Christmas Day – Bank holiday
Thursday 26th Boxing Day – Bank holiday
Friday 27th December – day 3 holiday
Saturday 28th December – (Count his day as day off w/c 23rd)
Sunday 29th
Monday 30th December - day 4 holiday
Tuesday 31st December – day 5 holiday
Wednesday 1st January – Bank Holiday

Return to work Thursday 2nd January – Sales meeting split over 2 days
To make the sales meeting more manageable I propose to split it into two days.

* As this will make a short week I am proposing that your day off w/c 30th December either take Saturday 21st December in lieu of your day off this week or have a day off owed for a later date.

I propose the following days for the sales meeting

Thursday 2nd January

Nigel
Graham
Andy
John C
Colin

Friday 3rd January

Jack
John Mac
Richard
John D
Sally
Colin (to help with continuity)