

HOLIDAYS – 2020 (amended April)

Easter Holiday

Good Friday	Friday, 10 th April
Easter Monday	Monday, 13 th April

May Day

Friday (VE Day)	Friday, 8 th May
Monday	Monday 11 th May *
Tuesday	Tuesday 12 th May *
Wednesday	Wednesday 13 th May*
Thursday	Thursday 14 th May *
Friday	Friday 15 th May *

Spring Bank Holiday

Monday	Monday, 25 th May
Tuesday	Tuesday, 26 th May *

Summer Bank Holiday

Monday	Monday, 31 st August
Tuesday	Tuesday, 1 st September *

Christmas

Thursday	Thursday, 24 th December *
Friday	Friday, 25 th December
Monday	Monday, 28 th Dec ember
Tuesday	Tuesday, 29 th December *
Wednesday	Wednesday, 30 th December *
Thursday	Thursday, 31 st December *
Friday	Friday, 1 st January 2021

When booking holidays please remember that 2 weeks of these holidays should be taken during the period 1st June-30th September with the remainder taken outside this period. No single holiday should be booked for a duration of more than two (2) weeks and two days - i.e. 12 working days.

Notice must be given of **at least** twice the length of holiday required ie 1 days holiday = 2 days notice: 2 weeks holiday = 4 weeks notice etc.

All employees must consult the management to ensure that two people doing interchangeable jobs are not away at the same time and to balance any seasonal capacity that may occur in any particular department.

Any half day holiday taken on a Friday will be restricted to afternoons only. Anyone wishing to take Friday morning as a holiday must, therefore, take the full day.

Production staff who finish at lunch-time on Fridays please note that any holiday taken on Fridays will be classed as a full day and at least four Fridays must be taken during the year.

Greg Fattorini
06.04.2020

* *Company Holidays*