

Important Dates for December



November 2019

Payroll Cut off

All variations to pay must be sent to us by close of business **Monday 2nd December**

December 2019 Pay Date

All school based staff will be paid on **Thursday 19th December 2019**

Christmas 2019 opening hours

Monday 23th December	8.30am to 5pm
Tuesday 24th December	8.30am to 5pm
Wednesday 25th December	Closed
Thursday 26th December	Closed
Friday 27th December	Closed
Monday 30th December	8.30am to 5pm
Tuesday 31st December	8.30am to 5pm
Wednesday 1st January	Closed

From Thursday 2nd January we will return to normal opening hours

On behalf of the Payroll & Pension Liaison Service, we would like to wish you all the best for the festive period and a Happy New Year.



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