

## **Holiday 2016**

You will have 28 days holiday entitlement including the 8 days statutory bank holidays in 2016. 3 days will need to be saved for Christmas shutdown 2016, which will leave you 17 days to take the rest of the year.

<b>Bank Holiday (1)</b>		<b>Friday 1<sup>st</sup> January 2016</b>
<b>Bank Holiday (2)</b>		<b>Friday 25<sup>th</sup> March 2016</b>
<b>Bank Holiday (3)</b>		<b>Monday 28<sup>th</sup> March 2016</b>
<b>Bank Holiday (4)</b>		<b>Monday 2<sup>nd</sup> May 2016</b>
<b>Bank Holiday (5)</b>		<b>Monday 30<sup>th</sup> May 2016</b>
<b>Bank Holiday (6)</b>		<b>Monday 29<sup>th</sup> August 2016</b>
<b>Bank Holiday (7)</b>		<b>Monday 26<sup>th</sup> December 2016</b>
<b>Bank Holiday (8)</b>		<b>Tuesday 27<sup>th</sup> December 2016</b>
<b>Holiday Entitlement (1)</b>		<b>Wednesday 28<sup>th</sup> December 2016</b>
<b>Holiday Entitlement (2)</b>		<b>Thursday 29<sup>th</sup> December 2016</b>
<b>Holiday Entitlement (3)</b>		<b>Friday 30<sup>th</sup> December 2016</b>
<b>Bank Holiday (1) 2017</b>		<b>Monday 2<sup>nd</sup> January 2017</b>

We will close on Friday 23<sup>rd</sup> December 2016 and return on Tuesday 3<sup>rd</sup> January 2017.

Do not assume we will close early on the last day. If you want to take the day off please ensure you book it as holiday. If you do not turn up for work it will be treated as a day off sick.