

Item for Consultation – Office Closure Arrangements – Christmas 2005

Custom and Practice

Since 1993 it has been the practice to close the main Council offices between Christmas and New Year. This has been achieved by assigning the 2 National Agreement Extra Statutory holiday days to the Christmas break, and the granting of 1 local "grace and favour" day's holiday. In addition, the offices have closed at 1.00 p.m. on Christmas Eve when it falls on a weekday.

2005 Proposal

This year, the proposed pattern would be as follows:

Friday 23 December	Offices open until 1300 hrs
Saturday 24 December	
Sunday 25 December	Christmas Day
Monday 26 December	Boxing Day Public Holiday
Tuesday 27 December	Public Holiday in lieu of Christmas Day
Wednesday 28 December	Extra Statutory Day
Thursday 29 December	Extra Statutory Day
Friday 30 December	Local "grace and favour" holiday
Saturday 31 December	
Sunday 1 January 2006	New Year's Day
Monday 2 January	Public Holiday in lieu of New Year's Day
Tuesday 3 January	Offices reopen 0845 hrs

L W Gleed
Human Resources Manager