

## **Christmas Closure 2022**

We would like to wish you a very Merry Christmas and a prosperous New Year, thank you to all our candidates new and old, clients new, existing and past all the very best for 2023. From all the team at Bennett Staff.

FRIDAY 23rd DECEMBER	OPEN 8.15am – 2pm
SATURDAY 24 <sup>TH</sup> DECEMMBER	CLOSED
SUNDAY 25 <sup>TH</sup> DECEMBER	CLOSED
MONDAY 26th DECEMBER	CLOSED
TUESDAY 27 <sup>TH</sup> DECEMBER	CLOSED
WEDNESDAY 28th DECEMBER	OPEN 8.15am – till payroll complete
THURSDAY 29 <sup>th</sup> DECEMBER	OPEN 9-2 pm
FRIDAY 30 <sup>TH</sup> DECEMBER	CLOSED
TUESDAY 3rd JANUARY	OPEN AS USUAL

## **REMINDER**

Temp payroll for work done we 16<sup>th</sup> December this will paid in as normal 23<sup>rd</sup> December.

Temp payroll for work done we  $23^{rd}$  December, will be paid in on the  $30^{th}$  of December.

Temp payroll for work done we 30<sup>th</sup> December, will be paid in Friday 6<sup>th</sup> January 2023.

\*ANY HOLIDAYS YOU WISH TO TAKE AS PAID LEAVE NEED TO BE REQUESTED IN WRITING AS PREVIOUSLY STATED WHEN WE SEND YOUR PAYSLIPS\*

\*DUE TO COMPANY CLOSURES TIMESHEETS NEED TO BE IN ON FRIDAY 23RD DECEMBER \*