

To review the Christmas and New Year shut down for the year 2024 and consider any actions and associated expenditure

The 2024 Christmas and New Year calendar as follows:

<u>Dates</u>	<u>Bank Holidays / Working Days</u>	<u>Annual & Other Leave Dates</u>
Tuesday 24.12.24	Christmas Eve (Working Day)	'Saltash Day' half/full day to be considered (agenda item 12)
Wednesday 25.12.24	Christmas Day (Bank Holiday)	Friday 27.12.24 (1 day)
Thursday 26.12.24	Boxing Day (Bank Holiday)	Monday 30.12.24 (1 day)
Wednesday 01.01.25	New Years Day (Bank Holiday)	Tuesday 31.12.24 (1 day)
Thursday 02.01.25	Return to the office	N/A

The Employee Handbook confirms:

Christmas Closure

You must keep some of your annual holiday entitlement to be taken during the Christmas/New Year closure period. The precise number of days and the dates on which they are to be taken will be confirmed annually, normally at the beginning of each holiday year.

Members are asked to consider recommending the Christmas shut down period for the year 2024 to Full Council to allow staff to allocate X number of annual leave days accordingly.

**End of Report
Town Clerk**