

To receive a report on the Town Council Christmas and New Year operational hours for the year 2025/26 and consider any actions and associated expenditure

Report to: Personnel Committee

Date of Report: 22.05.25

Officer Writing the Report: Town Clerk / RFO

Officers Recommendations

Members are asked to consider recommending to Full Council the Christmas and New Year operational hours for the year 2025-26 to allow staff to allocate the correct annual leave to ensure there is no shortfall.

Report Summary

Saltash Town Council's operational hours:

Administration / Finance / Comms

Monday to Friday 8am to 5pm

Library

Monday, Tuesday, Thursday, Friday 10am to 5pm

Saturday 10am to 1pm

Service Delivery

Monday to Sunday 9am to 5pm

2025-26 Christmas and New Year calendar:

<u>Christmas / New Year Period</u>	<u>Annual Leave</u>
Wednesday 24.12.25 Christmas Eve (Working day)	TBC
Thursday 25.12.25 Christmas Day	Bank Holiday
Friday 26.12.25 Boxing Day	Bank Holiday
Saturday 27.12.25 Working day	TBC
Sunday 28.12.25 Working day	TBC
Monday 29.12.25 Working day	TBC
Tuesday 30.12.25 Working day	TBC
Wednesday 31.12.25 Working day	TBC
Thursday 01.01.26 New Years Day	Bank Holiday
Friday 02.01.26 Working day	TBC

The Employee Handbook states:

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.

Signature of Officer:

Town Clerk / RFO