To review the 2025 Christmas payroll date and consider any actions and associated

expenditure

**Report to:** Personnel Committee

Date of Report: 27 May 2025

Officer Writing the Report: Finance Officer

Officers Recommendations

It's recommended that the members approve the adjustment of the final 2025 payroll date to

Friday 19 December in recognition of the statutory holidays and in the interest of employee

financial well-being during the Christmas period.

Report Summary

Under normal conditions, Saltash Town Council's payroll is processed on a monthly basis, with

payday falling on the last Friday of the month. For December 2025 the regular payday would

occur on Friday 26 December 2025 which coincides with Boxing Day, a statutory holiday, and

would therefore need to be adjusted.

To ensure employees receive their final December salary prior to the bank holiday, it is

proposed that the final payroll of the year be processed and issued on Friday 19 December

2025

This adjusted date would:

Ensure all staff are paid before Christmas Day

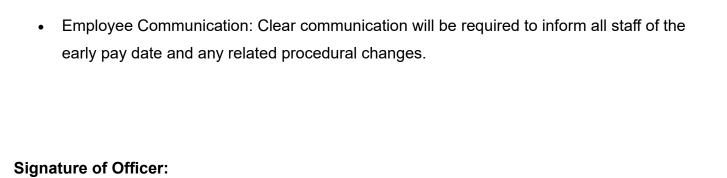
Avoid conflicts with bank holidays and closures

Allow for administrative processing and direct deposit timing

**Financial and Administrative Implications** 

Payroll Processing: Finance staff will require adjusted internal deadlines to process

payroll early and to ensure bank payments are scheduled accurately for December 25.



Finance Officer