

Proposed Office Christmas Closure dates 2020

The Town Clerk requests that councillors consider the following dates for the closure of the Carnegie and Christmas leave for the staff.

Thursday 24th December 1pm closure (Leave Toil)

Friday 25th December Christmas Day (Bank Holiday)

Saturday 26th December (Weekend)

Sunday 27th December (Weekend)

Monday 28th December (Bank holiday)

Tuesday 29th December (Privilege Day)

Wednesday 30th December (Leave Toil)

Thursday 31st December (Leave Toil)

Friday 1st January (Bank Holiday)

Saturday 2nd January (Weekend)

Sunday 3rd January (Weekend)

Monday 4th January (Bank Holiday)

Staff are being encouraged to take leave from the beginning of the week commencing Monday 21st December to take advantage of a quieter period for work.

There is still going to be a blood donor session due to the importance of our support to the NHS, the date of which is to be confirmed.

Toilets, priory and gardens opening times will be in line with COVID guidance at the time.