

**NEWSLETTER**

**Festive Pay Arrangements**

**NHS GGC Nursing and Midwifery Staff Bank**

This newsletter contains important information regarding changes to the payroll cut off dates for the signing off of shifts on the BankStaff system, over the Christmas and New Year period for 2019/20.

* Christmas Public Holidays -Wednesday 25th & Thursday 26th December 2019
* New Year Holidays - Wednesday 1st & Thursday 2nd January 2020

**Changes to Bank Shifts Pay Arrangements**

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| Date Shift Worked | Timesheets ***MUST*** be completely signed off by: | Date Paid |
| 13th Dec 19 - 17th Dec 19 | **Midday** on Wednesday 18th Dec 19 | Friday  27th Dec 19 |
| 18th Dec 19 - 19th Dec 19 | **Midday** on Friday 20th Dec 19 | Friday  03rd Jan 20 |
| 20th Dec 19 – 2nd Jan 20 | **Midday** on Friday 03rd Jan 20 | Friday  10th Jan 20 |

**Staff Bank Opening Hours During Christmas and New Year**

The Staff Contact Centre will be closed on Wednesday 25th December 2019 & Wednesday 1st January 2020.

( *All other days will operate as normal )*

The Staff Bank Wages Liaison office will be closed on Wednesday 25th & Thursday 26th December 2019 / Wednesday 1st January & Thursday 2nd January 2020.

(*All other days will operate as normal*)

Tel 0141 278 2555

Email staff.bank@ggc.scot.nhs.uk