

**NEWSLETTER**

**Festive Pay Arrangements**

**NHS GGC A&C 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  (3 days work) | **Midday** on Wednesday 18th Dec 19 | Friday  27th Dec 19 |
| 18th Dec 19 - 19th Dec 19  (2 days work) | **Midday** on Friday 20th Dec 19 | Friday  3rd Jan 20 |
| 20th Dec 19 – 2nd Jan 20  (7 days work – excluding Public Holidays ) | **Midday** on Friday 4th Jan 20 | Friday  10th Jan 20 |

You may wish to consider requesting annual leave if you have accrued the hours to cover shifts not worked over the public holidays.

**A&C 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 )*

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