

**NEWSLETTER**

**Festive Pay Arrangements**

**NHS GGC Interpreting 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

**NB – Please not that timesheets must be submitted on time or will not be processed. Due to payroll closure over the public holidays we are unable to process any late timesheets.**

**Changes to Bank Shifts Pay Arrangements**

**NB – Please note there will be no payments processed on 3rd January 20**

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| --- | --- | --- |
| Date Shift Worked  | Timesheets ***MUST*** be recieved by: | Date Paid |
| 11th Dec 19 - 16th Dec 19 | 5pm on Monday 16th Dec | Friday27th Dec 19 |
| 17th Dec 19 – 31st Dec 19 | 5pm on Tuesday 31st Dec | Friday11th Jan 20 |
|  |  |  |

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

The Staff Contact Centre will be closed on Wednesday 25th December 2018 & Wednesday 1st January 2019.

( *All other days will operate as normal )*

Tel 0141 278 2555

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