

SDS

OPENING HOURS

THE SDS TEAM WILL BE PROVIDING THE FOLLOWING SERVICES OVER THE FESTIVE PERIOD:

December 2023

Mon 18th - Fri 22nd	Office Open as Normal
Mon 25th	Public Holiday - No Service
Tue 26th	Public Holiday - No Service
Wed 27th	ON CALL SERVICE - between 10am & 2pm <i>Call Stephenie Blakey on 01294 475692</i>
Thu 28th	ON CALL SERVICE - between 10am & 2pm <i>Call Jennifer Lee on 07591 987 488</i>
Fri 29th	ON CALL SERVICE - between 10am & 2pm <i>Call Victoria Shepherd on 07562 074 610</i>

January 2024

Mon 1st	Public Holiday - No Service
Tue 2nd Jan	Public Holiday - No Service

NORMAL SERVICE WILL RESUME ON WEDNESDAY 3RD JANUARY 2024.



PAYROLL OPENING HOURS

THE PAYROLL TEAM WILL BE PROVIDING THE FOLLOWING SERVICES OVER THE FESTIVE PERIOD:

December 2023

Mon 18th - Fri 22nd	Office Open as Normal
Mon 25th	Public Holiday - No Service
Tue 26th	Public Holiday - No Service
Wed 27th -Thu 28th	No Service
Fri 29th	Reduced Service - 10am-2pm

January 2024

Mon 1st	Public Holiday - No Service
Tue 2nd	Public Holiday - No Service

Remember to send your Week 40 timesheets early to ensure there is enough time to process them before the pay date - Friday 29th December

NORMAL SERVICE WILL RESUME ON WEDNESDAY 3RD JANUARY 2024.

