



PLATINUM JUBILEE BANK HOLIDAY OPENING HOURS & TIMESHEET DEADLINES

Please note our amended office opening hours throughout the extended Platinum Jubilee Bank Holiday Weekend, plus the final deadlines for timesheet submission.

Please note that we will do our utmost to accommodate any late timesheets or wage advances received after the cut-off deadline of 2pm, Tuesday 31st May, but we cannot guarantee we will be able to process all requests.

We encourage you all to contact us at your earliest convenience should you be unable to adhere to this deadline.

In the meantime, we hope you all enjoy the long weekend and look forward to returning to normal office hours as of Monday 6th June 2022.

Kindest Regards,



Naks Atheeq
Head of Finance

JUNE 2022

Tues 31st May	9am - 6pm - Timesheet Receipt Cut-off Deadline - 2pm
Weds 1st June	9am - 6pm
Thurs 2nd June	Office Closed
Fri 3rd June	Office Closed
Sat 4th June	Office Closed
Sun 5th June	Office Closed
Mon 6th June	9am - 6pm