# PARISH/PCC NAME

**HOLIDAYS AND OFFICE CLOSURE DATES - 2024**

The Parish Offices will be closed on the following days:

Monday 1st January 2024 New Year’s Day

Friday 29th March 2024 Good Friday

Monday 1st April 2024 Easter Monday

Monday 6th May 2024 May Day Bank Holiday

Monday 27th May 2024 Spring Bank Holiday

Monday 26th August 2024 Summer Bank Holiday

Wednesday 25th December 2024 Christmas Day

Thursday 26th December 2024 Boxing Day

*Wednesday 1st January 2025 New Year’s Day*

For full-time employees the standard holiday entitlement is **XX** days plus **8** statutory days.

Part-time employees receive their holiday allocation pro-rata. For any queries on part-time allocation please contact [NAME].

The Office/Church will close at 17:00 on Friday 22nd December 2023 and reopen at 09:00 on Tuesday 2nd January 2024.