# PARISH/PCC NAME

**HOLIDAYS AND OFFICE CLOSURE DATES - 2023**

The Parish Offices will be closed on the following days:

Monday 2nd January 2023 New Year’s Day (substitute day)

Friday 7th April 2023 Good Friday

Monday 10th April 2023 Easter Monday

Monday 1st May 2023 May Day Bank Holiday

Monday 8th May 2023 King Charles Coronation

Monday 29th May 2023 Spring Bank Holiday

Monday 28th August 2023 Summer Bank Holiday

Monday 25th December 2023 Christmas Day

Tuesday 26th December 2023 Boxing Day

*Monday 1st January 2024 New Year’s Day*

For full-time employees the standard holiday entitlement is **XX** days plus **8** statutory days (9 in 2023).

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.