







LADYBIRDS
NURSERY

Christmas Eve

Employment

Policy Statement

This policy is relating to working hours on Christmas Eve

-  In the event of Christmas Eve falling on a weekday, we will open the nursery from 7am until 1pm
-  All staff will be expected to work on Christmas Eve
-  Christmas Eve can be booked as a holiday using the correct holiday request procedures. Please note, that this is strictly on a first come first served basis.
-  If you phone in sick on Christmas Eve, you will lose your bank holiday pay for the Christmas Holidays.

Issue Date January 2016

Date to be reviewed January 2017

Date reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date reviewed April 2019

Date to be Reviewed April 2020

Date Reviewed

This policy will be reviewed sooner than the review date should new information become available