



## ALTERNATE NEW YEARS PUBLIC HOLIDAY 2022

As New Year's Day falls on a weekend this year the official public holiday is Monday 3<sup>rd</sup> January 2022. For pay purposes you have the option to nominate Saturday 1<sup>st</sup> January 2022 as your alternate public holiday.

Please can you let your manager or local administration team know which day you would like to nominate as your public holiday by completing the simple form below.

Please note that the deadline for making this choice is **Tuesday 4<sup>th</sup> January 2022** and if you do not nominate a day, then your public holiday will default to Monday 3<sup>rd</sup> January 2022.

PART 1 – Employment Details : ALL SECTIONS MUST BE COMPLETED			
Full Name		Employee Number	
Post Title		Department	
Line Manager		Location	
PART 2 – Alternate New Year Public Holiday 2022			
PLEASE MARK WITH AN <b>X</b> TO CONFIRM YOUR PREFERRED CHOICE			
Saturday 1 <sup>st</sup> January 2022			
Monday 3 <sup>rd</sup> January 2022			
PART 3 – Authorisation			
	Signature	Print Name	Date
Employee			
PART 4 – OFFICE USE ONLY			
Date entered on GRS		Entered by (Name)	

**PLEASE RETURN THE COMPLETED FORM TO YOUR LINE MANAGER OR LOCAL ADMIN TEAM BY TUESDAY 4<sup>th</sup> JANUARY TO ENSURE YOUR CHOICE IS CORRECTLY RECORDED**