

CHRISTMAS 2024 PAYROLL DEADLINES

With the Christmas period fast approaching please find below our payroll deadlines to ensure that you are paid as early as possible.

Week Ending 22nd December 2024

Timesheets **MUST** be approved on Timesheet Portal or signed and returned to Optima by 15:00 on Monday 23rd December 2024.

All operatives will then be paid (cleared funds) on Friday 27th December 2024.

Week Ending 29th December 2024

Timesheets **MUST** be approved on Timesheet Portal or signed and returned to Optima 10:00 Tuesday 24th December 2024.

All operatives will then be paid (cleared funds) on Friday 3rd January 2025.

Please note that all of these deadlines and pay dates have been set in accordance with the relevant commercial contactors and intermediaries that you are contracted with.

Please be advised that the Optima Site Solutions Ltd offices will be closed from Tuesday 24th December 2024 to Thursday 2nd of January.

We would also like to take this opportunity to thank you for working with Optima in 2023 and wish you a Happy Christmas and New Year.

For and on behalf of

Optima Site Solutions Ltd

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