

## **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 22<sup>nd</sup> December 2024**

Approved timesheets **MUST** be received at Optima by 15:00 on 23<sup>rd</sup> December 2024.

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

### **Week Ending 29<sup>th</sup> December 2024**

Approved timesheets **MUST** be received at Optima by 10:00 Tuesday 24<sup>th</sup> December 2024.

All operatives will then be paid (cleared funds) on Friday 3<sup>rd</sup> January 2024.

**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 Wednesday 25<sup>th</sup> December 2024 to Thursday 2<sup>nd</sup> January 2025.**

We would also like to take this opportunity to thank you for working with Optima in 2024 and wish you a Happy Christmas and New Year.

For and on behalf of

Optima Site Solutions Ltd

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