

## **ALDRIDGE HOLIDAYS 2021**

Dear Colleague

I am writing to confirm the 2021 holiday arrangements.

<b>NEW YEAR</b>	Friday 1 <sup>st</sup> January 2021	1 day
<b>EASTER</b>	Friday 2 <sup>nd</sup> April 2021 Monday 5 <sup>th</sup> April 2021	2 days
<b>MAY DAY</b>	Monday 3 <sup>rd</sup> May 2021	1 day
<b>WHITSUN</b>	Monday 31 <sup>st</sup> May 2021 Friday 4 <sup>th</sup> June 2021	5 days
<b>AUGUST BANK</b>	Monday 30 <sup>th</sup> August 2021	1 day
<b>CHRISTMAS</b>	Thursday 23 <sup>rd</sup> December 2021 Friday 31 <sup>st</sup> December 2021	7 days
2 x 1 week block		10 days

This leaves 3 floating days to be taken in agreement with your Manager.

**I MUST STRESS AGAIN UNDER NO CIRCUMSTANCES SHOULD ANY EMPLOYEE BOOK A HOLIDAY WITHOUT FIRST CONFIRMING THE AVAILABILITY OF THE DATES WITH THEIR MANAGER**

Brent Millage  
Managing Director