

# Medical Staff Bank

## Festive pay arrangements 2024-2025



December 2024

This briefing note contains important information regarding changes to the payroll cut off dates for the authorising of Medical Staff Bank shifts on the BankStaff system, and payment dates over the Christmas and New Year period for 2024-2025.

### Christmas Public Holidays

Wednesday 25<sup>th</sup> December 2024; and  
Thursday 26<sup>th</sup> December 2024

### New Year Public Holidays

Wednesday 1<sup>st</sup> January 2025; and  
Thursday 2<sup>nd</sup> January 2025

### Changes to the Medical Staff Bank pay arrangements

| Date shift worked   | Deadline for timesheets to be finalised and authorised | Date paid                           |
|---|--|-------------------------------------|
| Friday 6 <sup>th</sup> December to<br>Tuesday 10 <sup>th</sup> December     | Wednesday 11 <sup>th</sup> December<br>(midday)        | Friday 20 <sup>th</sup><br>December |
| Wednesday 11 <sup>th</sup> December to<br>Tuesday 17 <sup>th</sup> December | Wednesday 18 <sup>th</sup> December<br>(midday)        | Friday 27 <sup>th</sup><br>December |
| Wednesday 18 <sup>th</sup> December to<br>Monday 23 <sup>rd</sup> December  | Tuesday 24 <sup>th</sup> December<br>(midday)          | Friday 3 <sup>rd</sup><br>January   |
| Tuesday 24 <sup>th</sup> December to<br>Thursday 2 <sup>nd</sup> January    | Friday 3 <sup>rd</sup> January<br>(midday)             | Friday 10 <sup>th</sup><br>January  |

### Service provision

The Medical Staff Bank Office will be closed on:

- Wednesday 25<sup>th</sup> December 2024
- Wednesday 1<sup>st</sup> January 2025.

A limited service will be provided from between 10:00am and 3:00pm on:

- Thursday 26<sup>th</sup> December 2024
- Thursday 2<sup>nd</sup> January 2025

We would like to take the opportunity to wish you all a happy and healthy Christmas and New Year.

**Medical Staff Bank Team**

- Joan Docherty
- Stephen Meechan
- Nikki Crossan
- Jamie Best
- Rona Murray

**Medical Staff Bank Manager**

- Lisa Reilly

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