



UK EMPLOYERS • CHECKED 9 OCTOBER 2026

Christmas closure planner

The dates, the notice and the email for a Christmas closure, on one page. **Send it in October.**

YOUR CLOSURE

Last working day	Closed from	Open again
_____	_____	_____
Days of holiday each person uses	Staff need the notice by	
_____	_____	

The notice: at least twice the days of holiday used, plus a day, counted in calendar days. A written contract term can set its own rule. For part-timers, count only the closure days they'd normally work.

THE BANK HOLIDAYS

Fri 25 Dec	Christmas Day
Mon 28 Dec	Boxing Day, substitute
Fri 1 Jan 2027	New Year's Day
Mon 4 Jan 2027	Scotland only

NOTICE BY (MON TO FRI STAFF)

29 to 31 Dec, 3 days	Tue 22 Dec
24, 29 to 31 Dec, 4 days	Tue 15 Dec
24 Dec to 1 Jan, 7 days*	Wed 9 Dec

*With the bank holidays taken from holiday.

ANYONE SHORT OF HOLIDAY

New starters can only take what they've built up: **one-twelfth of the year's holiday a month**, part days rounded up to the nearest half day.

Name	Days left	Days needed	What we'll do
_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____

The options: pay the closure days anyway (the cleanest), or let them take holiday in advance, with any repayment agreed in writing beforehand. Unpaid days only if the contract allows it or they genuinely agreed in writing first.

THE EMAIL TO SEND

Subject: Christmas closure: [dates]

Hi [name], we'll be closed from [Thursday 24 December] and open again on [Monday 4 January]. Please take [24, 29, 30 and 31 December] as paid holiday from your [2026] allowance. If you work part time, this only affects the days you'd normally work. If you don't have enough holiday left, you won't lose pay for these days.

If you're ill during the closure, tell me in the usual way. Those days can count as sick leave, not holiday.

The full email, ready to copy and edit, is in [our Christmas guide](#).

BEFORE YOU SEND IT

Your checks

THE CONTRACT

- ☐ What it says about bank holidays, closures and holiday in advance

THE PEOPLE

- ☐ Every new starter has enough holiday built up, or a plan if not
- ☐ Part-timers: only the closure days they'd normally work
- ☐ Casual staff: holiday builds up at 12.07% of hours worked. Remind them to take it

AROUND THE CLOSURE

- ☐ Everyone told how much holiday they have left
- ☐ A note before the party on behaviour and how to raise a concern
- ☐ Closure days recorded. Holiday records are kept for six years

If someone's ill

If they're ill during the closure and tell you, those days can count as sick leave instead of holiday, and they take the holiday later. Sick pay is due from the first full day off.

Send us your what-ifs.

Want the closure written into your contracts for next year? [HR Documents](#) does it at a fixed price.

The detail is in [our Christmas guide](#) at whatifhr.co.uk/blog.