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GLEESON RECRUITMENT GROUP

Bank Holidays 2026_ - Timesheet Submission Guidance

Timesheets usually need approval on Monday mornings to ensure payment on Fridays. Around Bank Holidays, this schedule changes due to reduced hours and office closures. To avoid delays, please submit timesheets promptly and ensure they are approved by the stated deadlines. Late approvals will be processed in the next payment run — for weekly paid workers this is typically the following week, and for monthly paid workers the next month.
You are responsible for both submitting timesheets on time and ensuring they are approved promptly. If your usual approver is unavailable during Bank Holidays or over Christmas, please inform your Recruitment Contact or email payroll@workwithglee.com so we can arrange an alternative approver.

Scheduled Changes

Good Friday – Friday 3 April 2026
- Submit timesheets by 9am on Monday 30 March
- Approval required by 11am the same day for payment on Thursday 2 April

Easter Monday – Monday 6 April 2026
- Submit by end of day Friday 3 April (or on Thursday 2 April if you won't be working on Good Friday).
- Approval required by 10am Tuesday 7 April for payment on Friday 10 April

Early May Bank Holiday – Monday 4 May 2026
- Submit by end of day Friday 1 May
- Approval required by 10am Tuesday 5 May for payment on Friday 8 May

Spring Bank Holiday – Monday 25 May 2026
- Submit by end of day Friday 22 May
- Approval required by 10am Tuesday 26 May for payment on Friday 29 May

Summer Bank Holiday – Monday 31 August 2026
- Submit by end of day Friday 28 August
- Approval required by 10am Tuesday 1 September for payment on Friday 4 September

Christmas and New Year December 2026
A final timetable will be released in early December. However, as Friday 25 and Monday 28 December (Christmas Day and Boxing Day substitute) are bank holidays, the submission and payment schedule is likely to be:
- Timesheets must be approved by 12 noon on Monday 21 to ensure payment on Thursday 24 December.
- Timesheets must be approved by 10am on Tuesday 29 December to ensure payment on Friday 2 January 2027.
- Monthly paid workers should have their December hours approved by close of business on Monday 4 January to ensure payment on Friday 8 January 2027.

Bank Holiday Office Hours:
Our offices are usually closed on Bank Holidays but please email any queries to the Payroll team at payroll@workwithglee.com who will respond during working hours.

Please note:
- There's no legal requirement for employers to give time off on Bank Holidays or include them in holiday allowances, nor is there an entitlement to higher pay for working on these days. For details, visit https://www.gov.uk/bank-holidays. Your line manager will confirm their company's plans. If you have any questions, contact your Recruitment Consultant.
- Ensure that your timesheets accurately represent your hours worked, particularly during bank holidays. If you receive an overpayment due to errors in your submitted and approved timesheets, we may need to recover the excess from future payments or through a bank transfer. You will be notified before any such adjustments are made to your pay.