

GUIDANCE

1. Within the Holiday Dates schedule below, update any other relevant holiday dates.
2. The template assumes a standard working week is 5 working days formulas therefore care must be taken no to delete information in these fields
4. The majority of the dates will auto-populate.
5. In Column B if a cell is **Yellow** you are required to enter the
6. In Column C if a cell is **Yellow** you are required to enter the number of **Working Days** it is expected this activity will take
7. In Column C if a cell is **Orange** you are required to enter the number of **Calendar Days** it is expected this activity will take
8. In Column F if a cell is **Yellow** you are required to enter the date this activity will be completed by
9. In Column F if a cell is **Green** you may overwrite the date with one which is more relevant.
9. In Column G enter the individual(s) who are responsible for the activity
10. Column H allows you to check whether actions have been completed, by marking them as Yes / No

HOLIDAY DATES	
2018 Bank Holiday Dates	25/12/18
	26/12/18
	29/12/18
	30/12/18
	31/12/18
2019 Bank Holiday Dates	01/01/19
	19/04/19
	22/04/19
	06/05/19
	27/05/19
	26/08/19
	25/12/19
	26/12/19
	27/12/19
	30/12/19
	31/12/19
2020 Bank Holidays	01/01/20
	10/04/20
	13/04/20
	04/05/20
	25/05/20
	31/08/20
	25/12/20
	28/12/20
	29/12/20
	30/12/20
	31/12/20

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