## **Closedowns for Christmas and the New Year 2022/2023**

Cleared Copy & Instructions Must Be Submitted By	Day(s) Being Closed
Tuesday 29 <sup>th</sup> November at 12 noon	Wednesday Nov 30 <sup>th</sup> & Thursday Dec 1st
Wednesday 30 <sup>th</sup> November at 12 noon	Friday 2 <sup>nd</sup> & Saturday 3 <sup>rd</sup>
Thursday 1 <sup>st</sup> December at 12 noon	Sunday 4 <sup>th</sup> & Monday 5 <sup>th</sup>
Friday 2 <sup>nd</sup> December at 12 noon	Tuesday 6 <sup>th</sup> & Wednesday 7 <sup>th</sup>
Monday 5 <sup>th</sup> December at 12 noon	Thursday 8 <sup>th</sup> & Friday 9 <sup>th</sup>
Tuesday 6 <sup>th</sup> December at 12 noon	Saturday 10 <sup>th</sup> & Sunday 11 <sup>th</sup>
Wednesday 7 <sup>th</sup> December at 12 noon	Monday 12 <sup>th</sup> & Tuesday 13 <sup>th</sup>
Thursday 8 <sup>th</sup> December at 12 noon	Wednesday 14 <sup>th</sup> & Thursday 15 <sup>th</sup>
Friday 9 <sup>th</sup> December at 12 noon	Friday 16 <sup>th</sup> & Saturday 17 <sup>th</sup>
Monday 12 <sup>th</sup> December at 12 noon	Sunday 18 <sup>th</sup> & Monday 19 <sup>th</sup>
Tuesday 13 <sup>th</sup> December at 12 noon	Tuesday 20 <sup>th</sup> & Wednesday 21 <sup>st</sup>
Wednesday 14 <sup>th</sup> December at 12 noon	Thursday 22 <sup>nd</sup> & Friday 23 <sup>rd</sup>
Thursday 15 <sup>th</sup> December at 12 noon	Sat 24th Sun 25th & Mon 26th
Friday 16 <sup>th</sup> December at 12 noon	Tuesday 27 <sup>th</sup> & Wednesday 28 <sup>th</sup>
Monday 19 <sup>th</sup> December at 12 noon	Thursday 29 <sup>th</sup> & Friday 30 <sup>th</sup>
Tuesday 20 <sup>th</sup> December at 12 noon	Saturday 31 <sup>st</sup> & Sunday 1 <sup>st</sup> Jan
Wednesday 21st December at 12 noon	Monday 2 <sup>nd</sup> & Tuesday 3 <sup>rd</sup> Jan

Please adhere to deadlines for both instructions & physical copy, all copy for transmission over the holiday period must be with us by Wednesday December 21<sup>st</sup> at 12 noon, except in exceptional circumstances, which have been previously agreed with Traffic in writing. Thanks

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