

HOLIDAY SCHEDULE 2018

MONDAY, DEC. 24	HALF DAY CLOSURES AT 1 PM
TUESDAY, DEC. 25	CLOSED
WEDNESDAY, DEC. 26	CLOSED
THURSDAY, DEC. 27	OPEN REGULAR HOURS
FRIDAY, DEC. 28	OPEN REGULAR HOURS
MONDAY, DEC. 31	HALF DAY CLOSURES AT 1 PM
TUESDAY, JAN. 1	CLOSED

IMPORTANT:

PLEASE SUBMIT YOUR TIMESHEETS ON OR BEFORE 12 PM ON MONDAY, DEC. 24 FOR THE DEC. 22 WORK WEEK

TIMESHEETS CAN BE SUBMITTED BY:

- FAX: 905-452-8768
- EMAIL: payroll@helpunlimited.ca
- THROUGH THE MAIL SLOT (AT BOTTOM OF OFFICE DOOR IF OFFICE IS CLOSED)

**ANY HOURS RECEIVED LATE WILL NOT BE PAID UNTIL
THE FOLLOWING PAY WEEK**