

MEMORANDUM

TO: ALL PERMANENT EMPLOYEES

FROM: SHARON THORNTON, PA & ADMIN TEAM MANAGER

DATE: 15TH NOVEMBER 2017

SUBJECT MATTER: UPLIFT PERIODS & EXPENSE CLAIM CUT OFF DATES 2017 - 2018

SEND ALL EXPENSE SHEETS IN ON A WEEKLY BASIS, MARKING THE ENVELOPE WITH AN X IN THE TOP LEFT HAND CORNER.

Your completed expense sheets should reach ALDRIDGE office no later than the cut off dates listed below. Failure to do this will result in your payment being delayed.

| Uplift Period Dates | | Monthly Field Cut off | Monthly Pay Date | Comment |
|---------------------|------------|-----------------------|------------------|--------------------|
| 09/10/2017 | 05/11/2017 | 09/11/2017 | 30th Nov 2017 | |
| 06/11/2017 | 03/12/2017 | 04/12/2017 | 22nd Dec 2017 | Paid a week early |
| 04/12/2017 | 31/12/2017 | 11/01/2018 | 31st Jan 2018 | |
| 01/01/2018 | 28/01/2018 | 08/02/2018 | 28th Feb 2018 | |
| 29/01/2018 | 25/02/2018 | 09/03/2018 | 29th Mar 2018 | |
| 26/02/2018 | 08/04/2018 | 09/04/2018 | 30th Apr 2018 | 6 week netting off |
| 09/04/2018 | 06/05/2018 | 09/05/2018 | 31st May 2018 | |
| 07/05/2018 | 03/06/2018 | 11/06/2018 | 29th June 2018 | |
| 04/06/2018 | 01/07/2018 | 11/07/2018 | 31st July 2018 | |
| 02/07/2018 | 29/07/2018 | 10/08/2017 | 31st Aug 2018 | |
| 30/07/2018 | 09/09/2018 | 10/09/2017 | 30th Sept 2018 | 6 week netting off |
| 10/09/2018 | 07/10/2018 | 08/10/2018 | 31st Oct 2018 | |
| 08/10/2018 | 04/11/2018 | 09/11/2018 | 30th Nov 2018 | |

