



CHRISTMAS 2025 PAYROLL DEADLINES

With the Christmas period fast approaching please find below our payroll deadlines to ensure that you are paid as early as possible.

Week Ending 21st December 2025

Approved timesheets **MUST** be received at Optima Site Solutions by 15:00 on Monday 22nd December 2025.

All operatives will then be paid (cleared funds) on Wednesday 24th December 2025.

Week Ending 28th December 2025

Approved timesheets **MUST** be received at Optima Site Solutions by 10:00 on Wednesday 24th December 2025.

All operatives will then be paid (cleared funds) on Wednesday 31st December 2025.

Please note that all of these deadlines and pay dates have been set in accordance with the relevant commercial contactors and intermediaries that you are contracted with.

Please be advised that the Optima Site Solutions offices will be closed from Wednesday 24th December 2025 to Monday 5th January 2026.

We would also like to take this opportunity to thank you for working with Optima Site Solutions in 2025 and wish you a Happy Christmas and New Year.

For and on behalf of

Optima Site Solutions

Optima Site Solutions
Unit 5 Kingsway Business Pk
Oldfield Rd, Hampton
TW12 2HD



Registered in UK No.04236274

020 8783 9222

www.optimasitesolutions.com

construction@optimasitesolutions.com

