Ashford Business Services Ltd

Annual Holiday Schedule

Document	Date	From	To
OF-MC-001	9 November 2026	Sarah Mitchell, Office Manager	All staff

Subject: Annual holiday schedule - Year

Ashford Business Services Ltd confirms the holidays observed at Boardroom, 12 Church Street, Birmingham for Year. The office will be closed on each date below:

Holiday	Date	Day
James Patel	9 November 2026	Day of week
James Patel	9 November 2026	Day of week
James Patel	9 November 2026	Day of week
James Patel	9 November 2026	Day of week
James Patel	9 November 2026	Day of week
James Patel	9 November 2026	Day of week

Nobody should work on a listed holiday unless agreed in advance with Sarah Mitchell, Office Manager.

- Note these dates and plan work around them.
- Raise any request to work on a holiday with Sarah Mitchell in advance.