Guidance for May Bank Holiday 2020

The government has announced that next year’s early May bank holiday will be moved back by four days for the whole of the UK to coincide with the 75th anniversary of VE Day.

May Day is traditionally held on a Monday but will be put back to **Friday 8**th May 2020.

The date in SIMS will need to be amended as follows.

**Change the Public Holiday date**

1. Open the **Diary** from the **Shortcut on the Toolbar**
2. Go to the **4**th **May 2020**.
3. **Double click** on the **Bank Holiday (Public Holiday)**.
4. **Change** the date to the **8**th **May 2020**.
5. **Click OK**.

This will put the correct # mark in the attendance registers.