* Please note that the Students’ Union was closed for the Christmas holidays on 4th January.
* Sophia was out of office on authorised annual leave from 7th-10th January.
* All of Sophia’s hours were accounted for.

|  |  |
| --- | --- |
| **Category** | **Time spent in hours** |
| Annual Leave | 37 |
| **Total number of accounted hours** | **37** |