

#### **ABSENCE REPORTING PROCEDURE**

If you are going to be absent from work for any reason, you must provide a minimum of 4 hours' notice for a nightshift and 1 hours' notice for a dayshift (before your shift start time). You can do this by phoning our 24-hour numbers:

- Swindon: 01793 512635
- Andover: 01264 310626
- Didcot: 01235 242239
- Hinckley: 01455 348038
- Newbury: 01635 937777
- Bristol: 0117 990 2480
- Reading: 0118 995 2551

This will ensure that we can inform our client of your absence and they can plan accordingly. We do not accept text, WhatsApp messages or calls to mobiles – these will not get through to us outside of office hours (08:00 – 17:30).

Failure to follow this process may result in early termination of your assignment. We are also available on the above numbers for any **EMERGENCIES** that cannot wait until our branches are open (08:00-17:30).