

ABSENCE POLICY

In the case of illness or unexpected absence from work, please ensure you make telephone contact at the soonest possible opportunity with either your workplace Manager or Reflect Recruitment Group on any one of the following numbers....

Newark Office	(01636) 700373
Lincoln Office	(01522) 848333
Grantham Office	(01476) 567111
Nottingham Office	(0115) 903 1115

For out of office hours, your call will be diverted to a mobile so that a message can be taken.

Please make clear your name, where you are working, the reason for your absence and when you expect to return to work.

Reflect Recruitment Group will inform your place of work of your absence.