

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
Hospitality & Catering	07570 564268

- Our office hours are Monday to Friday 8:30am-5:30pm excluding Bank Holidays.
- Outside 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.
- Do not email us to inform us of your absence, as emails are not routinely checked outside of work hours.