



Absences / Sickness / Lateness

If you are unable to make it to work for any reason or expect to be late, you **MUST** give Sure Start Staff a minimum of **one hour** notice. If your shift starts past 8pm, we ask that you contact us between office hours (or a minimum of 4 hours before your shift is due to start).

- **Office (between 8am-5pm Monday-Friday) – 0161 414 0018**
- **Out of Hours (24 Hour) - 07435 551 079**

Failure to report absence or lateness in the correct way may result in your assignment being ended.

Holiday information

Sure Start Staff's Holiday year runs from 1st April to 31st March. Holiday's accrued but not taken by the 31st March will be lost, it is your responsibility to ensure all holidays are taken within the holiday year. **Bank holidays are NOT paid unless you book them as a holiday.**

Booking a Holiday: 7 days' notice MUST be given

Get authorization from your line manager, then EMAIL your holiday request to Sure Start Staff!

We cannot accept holiday requests made via text message or phone call.

Information you must include:

- » Your Full Name
- » Contact Number
- » Start date of Holiday & End date of Holiday
- » Name of your line manager.

Please email the above details of your request to: **admin@surestartstaff.co.uk**

ANY HOLIDAYS NOT REQUESTED IN THIS WAY WILL NOT BE PROCESSED!!

If you have any questions, then please call Sure Start Staff on **0161 414 0018**