

Important Contact Telephone Numbers

**ABSENCE REPORTING**

If you are expecting to be absent from your shift you must call (no text messages please) our dedicated absence line ***at least 1 hour before your shift start time***

**DEDICATED ABSENCE LINE**

**<INSERT NUMBER>**

**DEDICATED PAYROLL LINE**

**<INSERT NUMBER>**

If you have a query with your pay, please contact **<Insert Name>** between **<Insert Days / Times>**





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