**\*CORRECTION MADE DUE TO INCORRECT NUMBER\***

16th November 2018

Dear Colleagues,

As most of are aware there were a few changes of personnel within the business recently. So that you’re up to speed this is the current team for your area.

Contracts Manager: Marcin – 07525 590054 / marcin.wojcik@handwltd.co.uk

Operations Team: Emma or Sally – 01373 823217 / operations@handwltd.co.uk

In order for us to improve our area and communication lines we need to put in place the following procedures.

**Holidays**

* Holiday year is from January 1st – December 31st and is accrued.
* All holiday must be requested by text or email to me on the contact details above.
* 1 -2 days holiday must be requested with 2 weeks notice and 3-10 days holiday must be requested with 1 months notice.

Failure in doing so may result in your holiday being refused. Therefore, please do not book any holidays before you have received the confirmation.

* No more than 2 weeks can be booked at any one time.
* There are no holidays to be taken in December.
* You are expected to cover holidays of other employees on site when requested.

**Sickness**

* Phone in or text at least 4hrs before your shift in order for us to try and cover you.

**Stock Ordering**

* All stores orders must be texted or emailed to me by the 1st working day of each month. Please think ahead and order enough stock to last you the month.
* Quantities - Please ensure that when you are ordering to clearly state the quantities of the products you require.

**Wages**

* If you have a payroll query, please call the Payroll Department 01373 823523.

I would like to take this opportunity to thank you all for your continued support, I look forward to meeting you all.

Kind Regards,

Marcin Wojcik