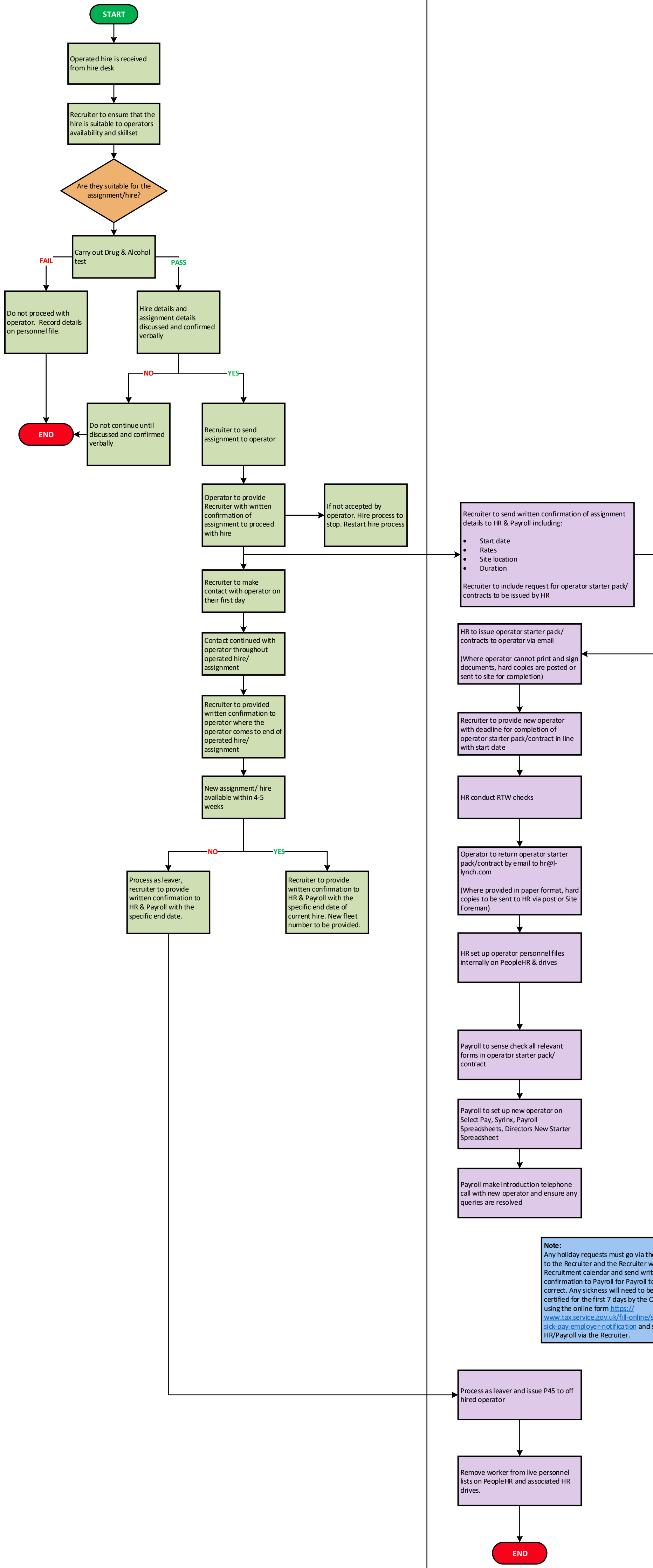


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RECRUITER

ADMIN & COMPLIANCE



Note:
Any holiday requests must go via the Operator to the Recruiter and the Recruiter will log on Recruitment calendar and send written confirmation to Payroll for Payroll to log/pay correct. Any sickness will need to be self-certified for the first 7 days by the Operator using the online form <https://www.tax.service.gov.uk/fill-online/statutory-sick-pay-employer-notification> and sent to HR/Payroll via the Recruiter.