

Staff of the month
Amanda Cust

MOVEMBER®

Opening Hours
Monday to Friday 8am to 5pm
Saturday 9am to 5pm
Sunday 10am to 2pm
Bank Holidays 10am to 4pm

NEWSLETTER

Fancy earning an extra £30? Refer a friend to Careline and once they have complete their first shift, we will pay £30 directly into your bank account on pay day! Please call the office if you would like some more information.

CHRISTMAS PAY DAY!

It's already that time of year again!

Pay day in December will be **Thursday 24th December.**

All timesheets MUST be received by 12noon on Tuesday 15th December so that they can be processed in time.

Don't get caught out - get your pay before Christmas Day!

All timesheets should be submitted WEEKLY by Tuesday 12noon.

A really good habit to get in to is to post or hand deliver your timesheets every Friday so that the office can process them.

It is extremely important not to hold timesheets back and submit them in bulk. Any staff doing so are in danger of not being paid on time, therefore, please submit your timesheets weekly!



Remember to keep checking the Government website for COVID-19 updates
<https://www.gov.uk/coronavirus>

Training of the month... COVID-19 Awareness

If you feel that you would benefit from this training please call Lorraine at the office or [email Lorraine](mailto:lorraine@careline.co.uk)



Welcome back Eleanor!

It doesn't seem that long since Eleanor left to go on maternity leave, but so much has happened since the start of March!

We are really pleased to let everyone know that Eleanor will be working some 'Keeping in Touch' days in the office with us in November and December before she returns to work on three days a week in January.

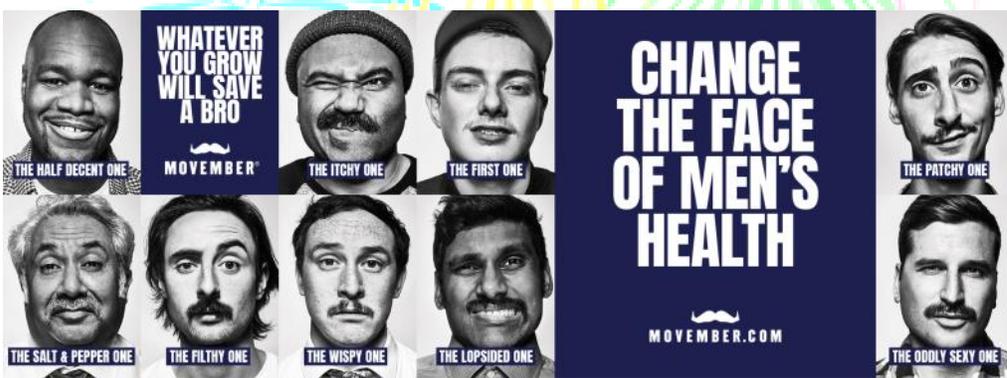
We all look forward to working with her again and I know that you will all join us in welcoming her back again!

If you need any PPE then give us a call as we have some in the office that we can send out

It's still really important to carry on washing your hands!

As the COVID-19 pandemic continues please don't forget that the key preventative measure to stop the spread of infection is to carry on washing your hands effectively; soap, water, 20 seconds and the correct handwashing techniques are all you need!

Hand-washing technique with soap and water



Movember is the leading charity changing the face of men's health globally.

Since 2003, Movember has funded more than 1,250 men's health projects around the world, challenging the status quo, shaking up men's health research and transforming the way health services reach and support men.

For more information please visit <https://uk.movember.com/?home>