

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



**STAFF OF THE
MONTH
TRACY RANDALL**

CARELINE
The Agency For Care Staff



December 2022

MERRY CHRISTMAS

With 2022 coming to an end, we wanted to take the time to say thank you for all your hard work. We know that without our amazing team of hard working professional care and nursery staff, we wouldn't be able to support our clients the way we do. We wish you and your family season's greetings and we very much look forward to working with you in 2023.



We have some good news!

We can now start accepting electronic copies of timesheets!

We cannot accept a photo taken on your smart phone but we can accept an electronic copy via a scanning app.

We recommend using the app Adobe Scan (logo above). It is free to download and very easy to use! The app does state that there are "in-app purchases" but for the purposes of scanning a timesheet there is no cost. The app works like taking a picture - all you need to do is hover your camera over the timesheet and press the central button to take a photo of the image. The app will automatically resize and crop the image. All you need to do is press "save it to PDF" and send the image to us using the email address: timesheets@carelineagency.co.uk

The scanned picture is much clearer to process on our end than a normal photo so you will have to download a scanning app of some sort. It doesn't specifically have to be Adobe Scan if you already use a different scanning app.

Once you have scanned over your timesheet, we do not need you to send in the yellow and white copies of the timesheet but we would recommend you keep them temporarily in case there is an issue.

**December
8th**

**Christmas
Jumper
Day.**



We have a huge stock of PPE available at the office for all staff. Please give us a call if you want some - there's plenty to go round!!

Royal Mail Strikes

Thur 24th November
Fri 25th November
Wed 30th November
Thur 1st December
Fri 9th December
Sun 11th December
Wed 14th December
Thur 15th December
Fri 23rd December
Sat 24th December



CHRISTMAS PAY DAY!

Pay day in December will be
Friday 30th December.



Holiday Self-Care Tips



Make space for messy feelings like grief.



Learn to say "no" without feeling guilty.



Create your own holiday traditions.

Keep your stress levels in check. Step back or delegate.



Set realistic expectations for yourself and the holiday.

Get organized! Make a plan and try to stick to it.

Keep up with your self-care and make time to relax.



Give yourself permission to just let it be an average day.



Keeping Us Informed

Please remember it is really important that you keep us up to date with your availability or any change to your contact details so that we can make sure you're

**NEED A NEW POLO SHIRT?? GIVE US
A CALL AT THE OFFICE!**



Fancy earning an extra £50? Refer a friend to Careline and once they have completed their first shift, we will pay £50 directly into your bank account on pay day! Please call the office if you would like some more information.