

DENTISTS OR DOCTORS APPOINTMENTS

If you need to book a dentist or doctors appointment, it is advisable to do this outside of your normal working hours, however, time will be allowed to attend appointments where this is not possible. A minimum of 48 hours' notice is required and you would need to contact your Consultant directly in this matter.

MATERNITY/PATERNITY APPOINTMENTS

You may take reasonable time off during working hours for ante-natal appointments. You should try to give as much notice as possible of the appointment.

TIMESHEETS AND PAY

Each specific assignment will have different timesheet completion requirements. You may be issued with a timesheet to complete each week or you may be given a swipe card to record your hours or there may be another process in place. This depends on your assignment and your consultant will advise you of this before you start work. GEM Partnership recommend that all candidates also keep a record of their hours each week in case of a discrepancy.

The following apply:

- Your wages are paid one week in arrears on a Friday (if you work this week, you will be paid for these hours the following week).
- Your payslip will be emailed to the email address you provide on your bank details form, you will receive this by Thursday evening each week unless otherwise advised by your Consultant.
- If you have not provided your bank details and you have started work, get in touch with your consultant ASAP to provide these.
- If you have any queries in regards to your Tax or National Insurance contributions, please contact HMRC on 0300 200 3300.
- In the event that you have any other enquiry, please contact your Consultant.

CONTACTS

Newcastle Office: 0191 2446444

Peterlee Office: 0191 5872999

Emergency Number Only: 07714754095

Payroll Queries: Please contact your Consultant directly

Complaints or Concerns: Please contact your Consultant in the first instance or email info@gempartnership.com where a member of the Compliance Team will respond.

Our Modern Slavery Statement is available to view on our website at https://www.gempartnership.com/terms_conditions/