

Speak to an HR expert today



Ever have an HR issue and find yourself asking **“What do I do?”**. We understand HR & Employment Law can be tricky and time-consuming, but it doesn't have to be.

We're part of a bigger group of great businesses who champion SMEs, which means we can give you access to a free expert HR advice line provided by Citation. Get quick, commercially-minded answers to your burning HR questions so you can spend more time focusing on what you do best.

Below are just a few of the most common questions already being asked by clients:

What do I do?

- My employee has just told me they are pregnant, what do I do?
- My employee hasn't turned up for work this morning, what do I do?
- My employee is off sick but hasn't sent in a sick note, what do I do?
- I have received a claim from a Tribunal/ACAS, what do I do?

How do I calculate?

- How do I calculate how much holiday someone gets?
- How do I calculate Statutory Sick Pay?
- How do I calculate Statutory Maternity Pay?
- How do I calculate redundancy pay?

Can I?

- Can I make my employee redundant?
- Can I dismiss an employee who has been off sick?
- Can I deduct money from an employee?
- Can I refuse a holiday request?

How much?

- How much notice do I have to give to an employee for a meeting?
- How much notice do I have to give to an employee to dismiss them?
- How much paternity leave does someone get?
- How much sick leave can someone take?

Do I have to?

- Do I have to respond to a reference request?
- Do I have to pay an employee for training?
- Do I have to hold a disciplinary hearing?
- Do I have to allow an employee's union rep into my meeting?

Any of these sound familiar?
Simply give the advice line a call on **0161 302 5743** or scan the QR code below and get the answers you need.

