



## **Assignment Termination Policy**

- The end of your assignment does not automatically mean the end of your employment with Core ACS Ltd. If the end of your assignment means you are moving into another role with your current business, then we will issue you with a P45 with the correct notice having been received.
- If you have another job to go to then please ask our team to issue you with a P45.
- If you have another job to go and would like to remain an employee of ours, please provide the businesses contact details so we can get in touch with them and make arrangements for you to remain our employee.
- If you do not have another job to go to at the end of your assignment, this does not necessarily have to mean the end of your employment with Core ACS Ltd. As your employer it is our duty to help you find work, we have close relationships with many recruiters across a variety of sectors. Please contact the office for more information on this on our free phone number 0800 211 8121.
- If you are not currently on an assignment, it is your duty to advise us if you are:
  - Taking annual leave
  - Un-available to work through sickness, maternity, or paternity leave
  - Available for and seeking work
- Our employees cannot unreasonably decline work offered to them.

If you require any assistance on the above, please call one of our team on 0800 2118121 or email [info@corefinancemanagement.com](mailto:info@corefinancemanagement.com)

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