

TLC Nursing Services

Christmas & New year Opening and Closing 2011

Mon	19/12/2011	Open	All timesheets to be in BEFORE 12 noon, no exceptions for pay on 24th.
Tues	20/12/2011	Open	
Wed	21/12/2011	Open	
Thurs	22/12/2011	Open	
Fri	23/12/2011	Open	
Sat	24/12/2011	8am - 2pm	
Sun	25/12/2011	Closed	
Mon	26/12/2011	Closed	
Tues	27/12/2011	Open	All timesheets to be in BEFORE 12 noon, no exceptions for pay on 31st.
Wed	28/12/2011	Open	
Thurs	29/12/2011	Open	
Fri	30/12/2011	Open	
Sat	31/12/2011	8am - 2pm	
Sun	01/01/2012	Closed	
Mon	02/01/2012	Closed	
Tues	03/01/2012	Open	
Wed	04/01/2012	Open	
Thurs	05/01/2012	Open	
Fri	06/01/2012	Open	
Sat	07/01/2012	Open	
Sun	08/01/2012	Open	

2011 Timesheet Submission Date

All 2011 completed shifts are required to be submitted for payment by January 9th 2012

Any timesheets with 2011 shifts submitted for payment after this date, the employee will be paid for these shifts **after** we have been paid by our Clients (approximately 5 weeks later).

You must understand that for a lot of our Clients, including us, this is the end of their financial year, so we must get all 2011 timesheets in as soon as possible so that our books can be submitted to the Revenue Commissioners for scrutiny.

Your Availability

Should you wish to work over the Christmas and New Year periods please text, phone, fax or email your availability dates so that we can organise Client requests for these dates. Failure to submit your availability will result in the loss of work over this period.

I.D. Cards

Visit the office before January 21st 2012 with a photograph for your 2012 ID card. Anyone without a 2012 I.D. card will not be offered work until such times as they do have one. This is for your and our Clients security. Clients will be informed of those not having a 2012 I.D. card

Emergency Number

Over the festive period the **emergency only** contact number for TLC Nursing Services is: 087-2376086. I stress **EMERGENCY ONLY**.