



got a question?  
give us a call!

[WWW.HANDOVERHR.CO.UK](http://WWW.HANDOVERHR.CO.UK)

T:0845 389 3505

## HR OUTSOURCING

Handover HR specialise in providing a range of outsourcing options for your business. Outsourcing provides you with time to focus on your core business activities, whilst we handle your HR and people issues from cradle to grave.

A hands on practical outsourcing solution saves you time so you can concentrate on running your business.

In addition to a dedicated employment relations helpline with access to a range of HR Professionals who provide clear, simple and commercial HR advice, Your HR Department typically includes day to day administration duties and the management of up to 28 HR processes

### Your HR Department

- Adoption
- Amendment to Contract
- Appraisal
- AWOL
- Benefits
- CRB Checks
- Disciplinary
- Disciplinary Appeals
- Flexible Working
- Flexible Working Appeals
- Grievance
- Grievance Appeals
- Holiday
- Induction
- Leavers
- Long-Term Absence Management
- Maternity
- New Starter
- Parental leave
- Additional Paternity Leave
- Probation
- Recruitment
- Reference Responses
- Redundancy
- Short-Term Absence management
- Sickness Reporting
- Special Leave
- Training

Speak to our  
experts today!

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