

Employment & HR Support Helpline

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Clarkson Wright & Jakes
Solicitors and Notaries

Did you know?

As part of your membership with the Kent Local Medical Committee, you have access to our free **Employment & HR Support Helpline** from the employment team at Clarkson Wright & Jakes Solicitors.

For over 18 years, the Helpline has been helping Practices throughout Kent to manage HR and employee relations, giving practice managers and partners access to our team of employment solicitors who will listen and provide tailored advice in each case.

As well as the telephone Helpline, we can advise by short email communication (although it is often easier to talk things through on the Helpline) and help with drafting short letters or communications to employees.

If you contact us at an early stage, we can help to resolve problems before they escalate, often avoiding costly and time-consuming employment disputes.

The types of matters that we assist with on the helpline include:

- Persistent or long-term staff absences
- Flexible working requests, including requests to work from home
- Holiday queries
- Changes to working hours or pay
- HR issues with social media
- Maternity Leave and Pay and requests to vary terms of employment following return
- Other Family Leave and Pay: including Paternity, Shared
- Parental, Parental, Time off for Emergencies and Bereavement
- Complaints about discrimination
- Investigations
- Grievances
- Disciplinary action or procedures
- Resignations and potential constructive dismissal
- Considering redundancies

If the matter is more complex or protracted, we are happy to have a conversation to understand the issues and so that you can decide if you wish to instruct us outside of the Helpline.

We can also advise on:

- Practice mergers and acquisitions
- Employee exits and settlement agreements
- Representation at the Employment Tribunal or other court proceedings
- Review of Practice-specific documents

As part of your membership, you can also download our free **Staff Handbook Policies** for Kent LMC members, which we update annually to ensure compliance with current employment law practice.

Laura Claridge
PARTNER AND HEAD OF
EMPLOYMENT
01689 887873
laura.claridge@cwj.co.uk



Sepie Nourouzi
SOLICITOR
01689 887857
sepie.nourouzi@cwj.co.uk



Faye Shortall
SOLICITOR
01689 887896
faye.shortall@cwj.co.uk



Helpline number: 01689 887840

Email: cwj@cwj.co.uk

Please quote your 'G' number