

# Additional contact details

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A person to contact in cases of emergency can be stored here so that relatives can be contacted if there is an accident.

Additional information such as 'only available at this number from 8 a.m. to 4 p.m.' can be captured.

If an employee has to be contacted while on leave, a temporary holiday address can be stored here. Please remember to include the period for which the address is valid.

The holiday address can also be used to capture an employee's second place of residence.