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erhead]

Number>> days' leave out of
er E.g 28 Days>>. As you are
E.g. January to December>>,
months] in which to use up your

to take four weeks' (20 days')

employees to use up all of
which it falls due.]

Employees to use <<State Number in which it falls due, but in forward <<State Number E.g. year.

made in writing to <<State Job
 Code E.g. 2 Months>> before the
 holiday to be carried forward
 at the company's discretion. Any leave

d
advise you that the Company
from your annual holiday
returning to work on <<Insert

ct <<Insert Name or Job Title