You shall be entitled to the following leaves with pay for each calendar year:

1. 15 days Annual leave
2. All Public Holidays as stipulated by the Government

It should however be understood that annual leave must be applied for at least three working days in advance and the duration of each such leave shall not exceed five working days at any one time. Where leave is obtained on the basis of sickness, such leave can extend beyond three continuous days on production of a medical certificate acceptable to us as evidence of the prolonged sickness. Sick leave cannot exceed 10 accumulated days in each calendar year and shall only be admissible after satisfactory completion of the probationary period.

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