

Questions 21–27

Answer the questions below.

*Choose **NO MORE THAN THREE WORDS** from the text for each answer.*

Write your answers in boxes 21–27 on your answer sheet.

- 21 Where do most employees collect their wages?
- 22 Who has to authorise any overtime an employee wishes to do?
- 23 Who is not paid extra for working more than 40 hours a week?
- 24 Where should employees go if they wish to have the parking charge taken off their salary?
- 25 What method is used to calculate part-time employees' holidays?
- 26 Which documents must employees fill in to select their Personal Holiday?
- 27 What is the name of the special entitlement provided to employees with birthdays in the second half of December?