

Questions 15–20

Complete the sentences below.

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

Write your answers in boxes 15–20 on your answer sheet.

- 15 If you see anything suspicious, you should report it to a employee.
- 16 If the company wants to stop you and you, you have to agree to it.
- 17 If you take things belonging to the company without permission, you will face
- 18 Staff, and visitors must all wear a badge on company premises.
- 19 You must not pass on confidential information to
- 20 If you leave the company, you have to hand in any you have made on matters concerning the company.

Questions 21–27

Answer the questions below.

Choose **NO MORE THAN THREE WORDS AND/OR A NUMBER** from the text for each answer.

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

- 21 In what year were the regulations extended to cover most of the workers who were originally excluded?
- 22 What is the minimum annual paid holiday which workers are entitled to?
- 23 During a worker's first year of employment, what proportion of their annual holiday does a month's work give?
- 24 What can an employer give a worker to stop them taking holiday that they have requested?
- 25 What is given as a possible reason for an employee having to take a holiday at a certain time?
- 26 When an employee leaves their job, what should be given in place of any holiday they have not taken?
- 27 Apart from a contract, what type of document may set out an employee's holiday rights?