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web keep your memo request as brief and clear as possible don't state that you're taking the days off politely request them indicate how many vacation days you have and then indicate which specific dates you wish to be away ask your boss if you can indeed use those days then ask if she thinks those specific days are suitable for the goals of

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will be returning on date of return if you need immediate assistance before then

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6 if an employee ceases working for the employer they are entitled to their vacation pay earned from the start to their last
day of employment employers must ensure that employees take their vacation