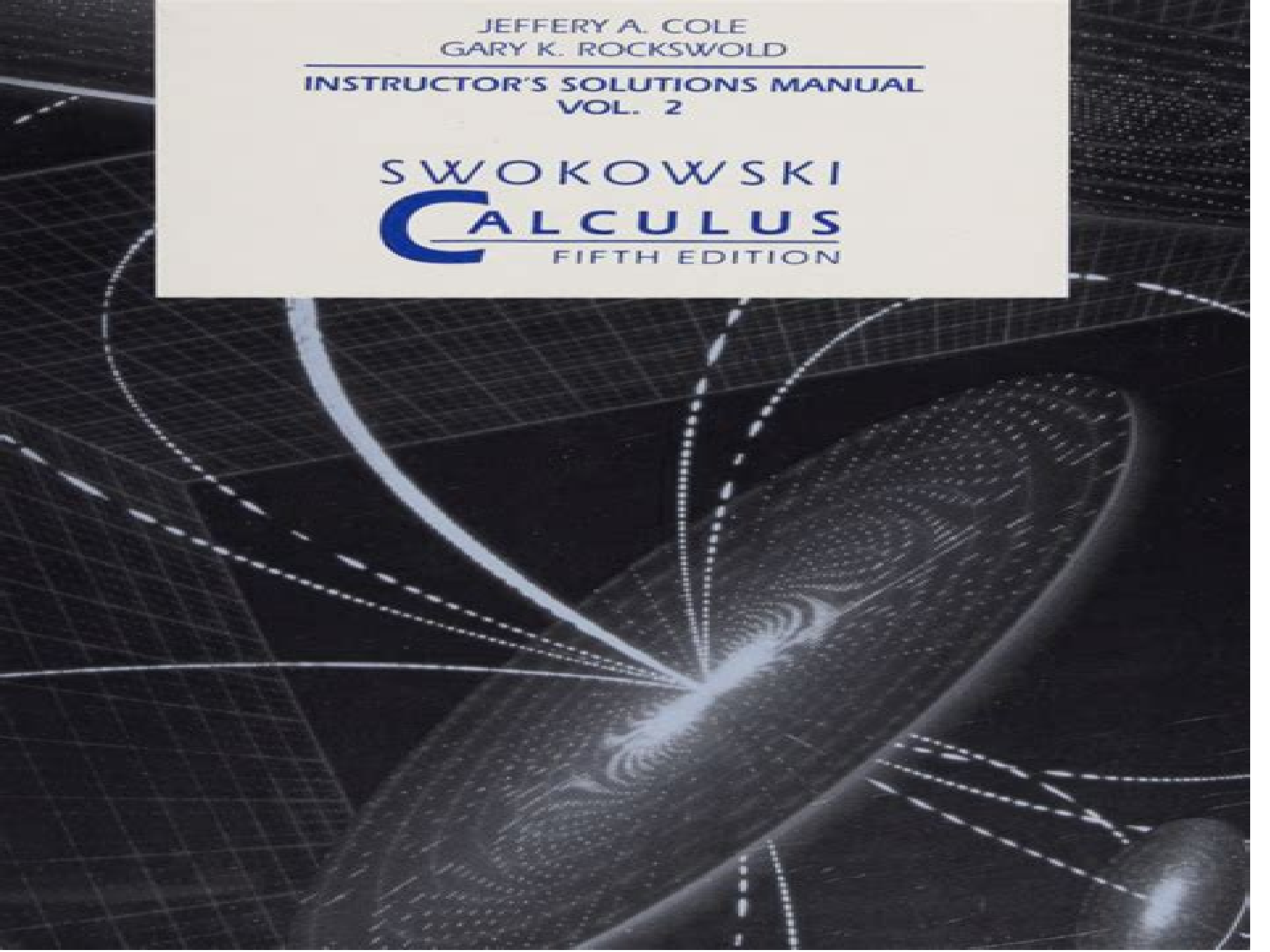


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# Calculus Instructor Manual

**Jerrold E. Marsden**



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i am writing to you about your maternity leave and pay as we have discussed you are eligible for 52 weeks maternity leave  
made up of 26 weeks ordinary maternity leave immediately followed by 26 weeks additional maternity leave given your  
chosen start date of insert date your maternity leave will end on insert date

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employee this letter is in reference to your request with reference number mention number i would like to inform you that we  
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reply to the employee within 28 days tell them they re entitled to 52 weeks maternity leave confirm their return to work date they can change it later if they want to take less but must give you 8 weeks notice if the employee tells you how long they want off use this to work out their return to work date

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