

Useful questions

Complete the dialogue with the questions below.

Am I allowed to use them all at once?

Does this company allow telecommuting?

Is there a strict policy on working hours?

Will they expire?

Can I leave 30 minutes earlier?

How long are we allowed for lunch?

What is the dress code here?

Mark: So, Judith, do you have any questions?

Judith: Yes. _____¹

Mark: Generally, we work 8 hours every day. You can report to work anytime between 8 and 11 am. But not later than 11 as we close the office at 7 pm.

Judith: Okay. _____²

Mark: You get one hour for lunch. If you want to take a longer break, you can, but the extra time will be treated as unpaid time, so you'll have to stay longer at work.

Judith: And what if I only take a 30-minute lunch. _____³

Mark: Yes, you can.

Judith: What about coffee breaks?

Mark: You're allowed to take a coffee break whenever you feel tired or need to clear your head. In fact, we encourage it.

Judith: OK, fine. _____⁴

Mark: We don't really have a strict dress code. So, don't worry, you don't have to wear heels and you don't need to wear a skirt. But obviously, you shouldn't dress inappropriately.

Judith: All right. What about holidays?

Mark: You're entitled to 28 days paid annual leave.

Judith: _____⁵

Mark: Yes, you can use them however you want. You can take a 28-day holiday or several shorter breaks. But you should always give us advance notice if you're going to take a break. For a longer break, I mean 2 weeks or more, you should give us at least one month's notice.

Judith: OK. And what if I don't use my leave days in the same year? _____⁶

Mark: You must take at least three weeks' holiday a year. Only holiday on top of this may be carried over to the next year.

Judith: OK, thanks. I think that's everything ... oh, _____⁷

Mark: Telecommuting ... you mean working from home?

Judith: Yes, that's right.

Mark: At the beginning we'd prefer that you work at the office, unless there's some emergency and you have to work from home. After a few months, when you've settled in, we can talk about it. We try to be flexible with our employees.