

Choose number of additional holiday days required.  
(See your company policy for maximum number of days.)

Submit a Holiday Exchange Registration Form.

Once application approved, Gemelli will issue you with a Cost/Savings Illustration and Salary Sacrifice Agreement to sign so you can check everything before you go ahead.

The additional holiday will be added to your holiday allocation for the remaining / coming Holiday year depending on when it is purchased.

Total value of extra days will be divided by the number of remaining months in the holiday year or 12 months if purchased at the start of the holiday year and deducted from your gross salary through salary sacrifice.

---

## ANY QUESTIONS?

Call our helpline on 01280 851113  
Enquiries@GemelliEB.co.uk  
[www.GemelliEmployeeBenefits.co.uk](http://www.GemelliEmployeeBenefits.co.uk)