

16.09.04

MD

RE : Working On Public Holiday

The staffs who are getting the X facilities, when are working on Public Holiday, they do not get the Extra Payment.

To substitute the above Public Holiday, we propose that they can be considered to give extra leave which can be added to their annual leave, provided they work for a minimum 5 hours.

The proposed above facility is for those who are having position up to Deputy manager.

For the Manager level and above are not considered.

Please approve the proposal.

Thank you,

h pang

Note - as advise by VP(O) to this paper
submitted to you, Thank you, *h pang*