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Subject: Q4 Holiday Scheduling Procedures for Enforcement Units

Issued by: Human Resources Coordination Office – Ministry of Transport

As we approach the final quarter of the year, all enforcement and administrative units under the Ministry of Transport are required to finalize holiday staffing schedules for Q4. The aim is to ensure continuity of service across the road safety and fine enforcement departments while allowing appropriate leave flexibility.

Each regional office must submit a completed Holiday Staff Coverage Matrix (Form HCM-Q4) to the Human Resources Coordination Office by **October 10th**. Coverage expectations are as follows:

- At least 60% operational capacity must be maintained during the December 20 – January 6 period.
- Units responsible for on-site traffic enforcement must designate holiday-response teams in advance.
- Clerical staff responsible for processing fine notifications and payment reminders should be scheduled in alternating shifts.

Offices that anticipate reduced availability due to external events (e.g., inclement weather, regional holidays) are encouraged to cross-schedule with neighboring districts to ensure minimal disruption to public services.

Please note that any unscheduled absences during the high-volume travel period (December 23–31) must be covered internally and may not be escalated unless affecting critical compliance deadlines.

For further guidance, consult the updated Q4 Holiday Operations Protocol published on the internal HR portal.