

To : All Team Members

From : Angelo Miguell T. Natividad
Finance Director

Re : Required Hours on Holiday falls on Saturday

Cc : Office of the President, HRD, MIS

Date : April 2, 2024

To better align our policies with the standards set by DOLE, please be informed that the required hours to be credited or rendered per day for the whole week if **Saturday** is a Holiday, is 8 hours. This will be effective starting this cutoff March 26 to April 10.

Conditions:

If the Holiday falls on a Saturday – required average working hours of 8 hours per day (Monday to Friday) + 8 hours credit on Saturday = 48hours/week

If the Holiday falls on a weekday – required average working hours of 9:28 per day (Monday to Friday excluding the holiday) + 9:28 hours credit per day per holiday that falls on a weekday = 47:20 hours/week*

*There will be changes in Total Required Hours depending on the conditions above.

Sample Computation: See “**Annex A**”

This is applicable to all types of **LEAVE** and to those team members who are on compressed work hours.

Please be guided accordingly.



ANGELO MIGUELL T. NATIVIDAD
Finance Director

| Mon 11- Mar | Tue 12- Mar | Wed 13- Mar | Thu 14- Mar | Fri 15- Mar | Sat 16- Mar | Sun 17- Mar | Mon 18- Mar | Tue 19- Mar | Wed 20- Mar | Thu 21- Mar | Fri 22- Mar | Sat 23- Mar | Sun 24- Mar | Mon 25- Mar | Required Cut-off Hours | Pay-Out | | |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------------------|----------------|----------------|----------------|
| 9:28:00 | 9:28:00 | 9:28:00 | 9:28:00 | 9:28:00 | | | 9:28:00 | 9:28:00 | 9:28:00 | 9:28:00 | 9:28:00 | 8:00:00 | | | | | 102:40:00 | March 31, 2024 |
| | | | | | | | | | | | | | | | | | | |
| Tue 26- Mar | Wed 27- Mar | Thu 28- Mar | Fri 29- Mar | Sat 30- Mar | Sun 31- Mar | Mon 01- Apr | Tue 02- Apr | Wed 03- Apr | Thu 04- Apr | Fri 05- Apr | Sat 06- Apr | Sun 07- Apr | Mon 08- Apr | Tue 09- Apr | Wed 10- Apr | 115:44:00 | April 15, 2024 | |
| 8:00:00 | 8:00:00 | 8:00:00 | 8:00:00 | 8:00:00 | 9:28:00 | | 9:28:00 | 9:28:00 | 9:28:00 | 9:28:00 | 9:28:00 | | | 9:28:00 | 9:28:00 | | | |
| | | | | | | | | | | | | | | | | | | |
| Thu 11- Apr | Fri 12- Apr | Sat 13- Apr | Sun 14- Apr | Mon 15- Apr | Tue 16- Apr | Wed 17- Apr | Thu 18- Apr | Fri 19- Apr | Sat 20- Apr | Sun 21- Apr | Mon 22- Apr | Tue 23- Apr | Wed 24- Apr | Thu 25- Apr | 104:08:00 | April 30, 2024 | | |
| 9:28:00 | 9:28:00 | 9:28:00 | | | 9:28:00 | 9:28:00 | 9:28:00 | 9:28:00 | | | 9:28:00 | 9:28:00 | 9:28:00 | 9:28:00 | | | | |