

Date: 8 August 2022

To: All Team Members Following the Compressed Work Week

From: Atty. Angelique ~~Margret~~ T. Natividad, HR Director

Re: Addendum to the Shortened Working Schedule

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Effective the cut-off of July 26 – August 10, holidays that fall on a Saturday will automatically be credited as 8 worked hours for the cut-off. With this, team members will be required to render fewer working hours for the period (*please see exception in "note" below*).

See example:

**Old policy:**

Cutoff period	July 26 – August 10
No. of workdays	12
Required Cut-off hours	113:36
Legal/Special holiday credited hours	0
Hours to be rendered	<b>113:36</b>

**New policy:**

Cutoff period	July 26 – August 10
No. of workdays	12
Required Cut-off hours	113:36
Legal/Special holiday credited hours	8:00
Hours to be rendered	<b>105:36</b>

Note: Probationary Team Members are not paid for Special Holidays and no hours will be credited for Saturday Holidays.

Please call HR's Ma'am Ira or Ma'am Cel for questions.