

Savan Legend Resorts Sole Company Ltd

Human Resources Department



Savannakhet, Date: 24 August 2019

## MEMO

To: All Employees Concerned  
Subject: Monthly Special Day-off (MSO)

Please find the trial work day and leave days that extended to the P&P: SR.HR.P02.008 Leave as follows:

### 1. Type of Leaves

1.1. Monthly Special Day-off (abbreviation: MSO)

### 2. Procedures

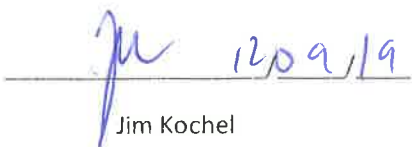
- 2.1. The eligible employees are Tiers C2, D1, D2 and E1 who would earn 2 MSOs per month
- 2.2. Not eligible for shared or personal tip
- 2.3. Daily work hour is as same as before (7 hours plus 1-hour break for meal). However, that employees must complete the job assignment and no cash-paid extra time (OT)
- 2.4. The eligible employees must be possibly reached for communication by call, email and so forth of any leave day(s)
- 2.5. Superior must be notified and approved in working roster of the specific plan
- 2.6. The eligible employees are required to ensure the operation would not be impacted by his/her 'MSO'
- 2.7. Cannot accumulate to the coming month or compensated into cash.
- 2.8. The weekly day off is still as normal schedule
- 2.9. Upon the submitting the resignation date in anytime of the month, that employee will be not be eligible for unused MSOs and/or that portion of upcoming period until the effective resignation.
- 2.10. Management reserve the right to revise or cancel without notice and/or by case

Effective date of October 1<sup>st</sup>, 2019

Sincerely Yours,



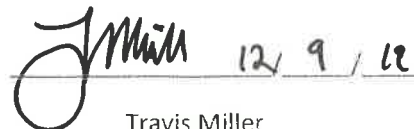
Supramarth Pankamhang  
Manager - Human Resources



Jim Kochel  
Chief Operating Officer



Withaya Sirithanomwong  
Director of Hotel Operations



Travis Miller  
President