



ILA HOLIDAYS AND DAYS OF INTEREST YEAR 2016

Closed/Open	Day	Date	Occasion	National Holiday	Remark
Closed	Friday	01/01/2016	New Year's Day	Yes	
Closed	Saturday	06/02/2016	The day before Lunar New Year's Eve	No	All training centres will be closed.
Closed	Sunday	07/02/2016	Lunar New Year's Eve	Yes	
Closed	Monday	08/02/2016	1 st day of Tet	Yes	
Closed	Tuesday	09/02/2016	2 nd day of Tet	Yes	
Closed	Wednesday	10/02/2016	3 rd day of Tet	Yes	
Closed	Thursday	11/02/2016	4 th day of Tet	Yes	
Open/Closed	Friday	12/02/2016	Day in lieu (1)	No	HO will be closed in lieu of 07/02/2016. All training centres will operate as normal.
Closed	Saturday	16/04/2016	King Hung's Remembrance Day	Yes	
Open/Closed	Monday	18/04/2016	Day in lieu (1)	No	HO will be closed in lieu of 16/04/2016. All training centres will operate as normal.
Closed	Saturday	30/04/2016	Liberation Day	Yes	
Closed	Sunday	01/05/2016	Labour Day	Yes	
Open/Closed	Monday	02/05/2016	Day in lieu (1)	No	HO will be closed in lieu of 30/04/2016. All training centres operate as normal.
Open/Closed	Tuesday	03/05/2016	Day in lieu (1)	No	HO closes by day in lieu of 01/05/2016. All training centres will operate as normal.
Closed	Friday	02/09/2016	National Day	Yes	
Closed at 5:00pm	Monday	12/12/2016	Christmas Party	No	
Open at 1:00pm	Tuesday	13/12/2016	Day after the Christmas Party	No	
Closed at 6:30pm	Saturday	24/12/2016	Christmas' Eve	No	
Closed	Sunday	25/12/2016	Christmas Day	No	
Closed at 6:30pm	Saturday	31/12/2016	New Year's Eve	No	

Notes: Management reserves the right to amend the above if appropriate.

(1): On days in lieu of national holidays:

- ✓ Staff who have weekly days off on national holidays will have other days off in lieu.

At Head Office, days off in lieu are arranged as per the above schedule.

At Training Centres, days off in lieu will be arranged by the Training Centre Manager (TCM) for the smooth operations of that training centre.

- ✓ Staff who do not have weekly days off on national holiday will not have days off in lieu.

Please notice that for training centres which are located in other buildings, the holiday schedules will follow the building owner's holiday schedule. TCMs will keep staff in centres informed in advance.

For more information, please contact Human Resources Department.