

## Sangadji Prabowo

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**From:** Dini Andrini - Human Resources Director, Indonesia <ap.id.internal@global.ntt>  
**Sent:** Friday, December 15, 2023 9:00 AM  
**To:** Sangadji Prabowo  
**Subject:** HR Announcement | Indonesia Public Holidays, Collective Leaves and Annual Leaves 2024

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Dear Colleagues,

As you know, Company observes all Government of Indonesia Public Holidays. For 2024, Indonesia Government has announced the following dates as official public holidays:

**Public Holidays**

Date	Day	Remarks
01-Jan-24	Monday	New Year 2024
08-Feb-24	Thursday	Isra Mi'raj
10-Feb-24	Saturday	Chinese New Year
11-Mar-24	Monday	Day of Silent
29-Mar-24	Friday	Holy Friday
31-Mar-24	Sunday	Paskah Day
10-Apr-24	Wednesday	Idul Fitri 1445 H
11-Apr-24	Thursday	Idul Fitri 1445 H
01-May-24	Wednesday	International Labor Day
09-May-24	Thursday	Ascension Day of Isa Al Masih
23-May-24	Thursday	Waisak Day
01-Jun-24	Saturday	Pancasila Day
17-Jun-24	Monday	Idul Adha 1445 H
07-Jul-24	Sunday	Islamic New Year
17-Aug-24	Saturday	Indonesia Independence Day
16-Sep-24	Monday	Prophet Muhammad Birthday
25-Dec-24	Wednesday	Christmas Day

#### **Collective Leaves 2024**

Based on Management discretion, we hereby confirm that Company will follow government's collective leaves and followed by year-end NTT official annual shutdown.

Your available leave balance would be deducted with 12 (Twelve) days in adherence in the e-Leave System.

Date	Day	Remarks	Leave Deduction
09-Feb-24	Friday	Collective Leave Chinese New Year	-1
12-Mar-24	Tuesday	Collective Leave Day of Silent	-1
8, 9, 12, 15 April	Monday, Tuesday, Friday, Monday	Collective Leave Idul Fitri	-3 (1 day is absorbed by company)
10-May-24	Friday	Collective Leave Ascension Day of Isa Al Masih	-1
24-May-24	Friday	Collective Leave Waisak Day	-1
18-Jun-24	Tuesday	Collective Leave Idul Adha	-1
26, 27, 30, 31 December	Thursday, Friday, Monday, Tuesday	NTT Annual Shutdown	-4
<b>Total</b>			<b>-12</b>

### **Credit Leave 2024**

Compensating the 2024 public holidays which falls on weekend, PT NTT Indonesia Technology will credit your leave balance in accordance of 5 (five) working days.

### **Unused Annual Leave Balance 2023**

Your current 2023 leave balance expiration date is December 31, 2023. However, the remaining leave balance of 2023 can be carried forward, with a maximum of 5 (five) days until March 31, 2024.

HR Department will proceed your 2023 remaining annual leave to be carried forward to each employee's annual leave balance. **It will be reflected in the e-Leave System after December 31, 2023 and will be automatically forfeited if not utilized by March 31, 2024.**

All carried forward annual leave are not allowed for offsetting notice periods/leave encashment or to be taken during the notice period.

### **Please take note a few conditions below:**

1. Prioritize the needs and requirements of the clients.
2. Business Unit Heads are given the authority to manage the implementation of mass leave by considering the needs of the clients. However, it will not be reflecting to your leave entitlement balance in the e-Leave System.
3. If any employee is required to work on the date mentioned above, you can replace your mandated leave with other working days and/or coordinate and get your BU Head to approve in adherence. You are not required to inform HR and no need to update your timesheet with your compensatory day-off.
4. This policy is **not applicable** for employees hired under **APAC Services - Managed Services - Team Empowerment (DBS)'s Business Unit**. TE team will follow Client Assignment & Client's Year-End Operational Arrangement on the above dates. HR-TE will record TE team's leave based on monthly timesheet.

Should you have any questions, please contact Human Resources Team Representative.

Happy New Year and Happy Holiday for you and family.

Thank you,  
Dini Andrini  
Human Resources Director  
Indonesia

As our company continues to evolve and grow, it is essential to stay up-to-date with any changes or updates that may impact your work or our overall operations.

We encourage you to make it a habit to check out [Asia Pacific Intranet Home Page](#) at least once a week and our website [services.global.ntt](#) to stay informed and aware of any relevant news or updates that happening in NTT Data Inc.

More information about brand transformation please check our [brand portal](#).