

MEMORANDUM

11 September 2018

Circulation To:

All outlets

Dear Colleagues,

Public Holiday Clarification

With immediate effect, please note the following amendments (highlighted in red) on our public holiday policy that has been inserted into our Handbook.

1. Public Holidays (PH)

Clause 60D (1), Clause 60D (3)

The Company shall adopt the following 11 gazetted public holidays

1. National Day
2. Birthday of the Yang di-Pertuan Agong
3. Federal Territory Day or Birthday of Sultan
4. Labour Day
5. Malaysia Day
6. Chinese New Year (2 days)
7. Hari Raya Puasa (2 days)
8. Deepavali
9. Christmas

- 1.1 If you work on the first 5 PH (highlighted in RED above), you will be paid additional (1x) your Daily Ordinary Rate of Pay (ie daily ORP) – ie 2 x daily ORP for that day. There shall be no PH Replacement Off for these 5 PHs.
No OT is allowed during the 5PHs unless approved by HR in writing.
- 1.2 If you do NOT work on these 5 PH, you are deemed to have enjoyed your PH. Please do NOT schedule any Rest Day or take any leave on these PH. Otherwise, it will be deemed as you have consumed these PH.
- 1.3 For the remaining 6 PH, you will get a replacement off-day (“PH Replacement Off”). This PH Replacement Off must be claimed before the end of the year. For example if the PH is on 6 February, the PH replacement off must be claimed before 31 December. If it is not claimed, it shall be deemed as waived by you.

1.4 **For support staff only**: Should the PH falls on a Sunday, the following Monday will be the PH Replacement Off-day. There will be no PH Replacement Off-day for PH that falls on Saturday since it is deemed as a working day.

1.5 If you are sick on a PH, the Company will **NOT** deduct your Sick Leave and will treat that day as though you are consuming your PH.

Reference: <http://www.mylabourlaw.net/forums/9930-sick-leave-on-public-holiday.php>

Thanks

Meiyi Tan

HR Manager