Alpha
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Our Ref: OM-OA/096

27 November 2020

MEMORANDUM

To : Members of the Staff

From : Loh Fook Yuen

Subject : Office Closure for Christmas and Lunar New Year 2021

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The Office will be closed for Christmas and Lunar New Year 2021 on the following days:

Office Closure - Christmas 2020

The office will close from 21 December 2020 to 1 January 2021 for Christmas and New Year. We will resume operations on 4 January 2021.

All staff are required to submit their leave application for 21 to 23 and 28 to 30 December and half day for the morning of 24 & 31 December 2020. Those staff who do not have sufficient balance of leave for the above dates or who do not wish to go on leave may work during the office closure. Otherwise, please submit your leave application by 7 December 2020.

Office Closure - Lunar New Year 2021

For the Lunar New Year holidays, the office will close from 11 to 19 February 2021. We will resume operations on 22 February 2021. All staff are required to submit their leave application for 15 to 19 February 2021 and half day for the morning of 11 February 2021. Like the Christmas holidays, those staff who do not have sufficient balance of leave for the above dates or who do not wish to go on leave may work during the Lunar New Year office closure. Otherwise, please submit your leave application by 15 January 2021.

The Management would appreciate it if you clear your excess annual leave during the abovementioned festive holidays. If you still have more than 7 days of annual leave carried forward from 2020 on 28 February 2021, these leaves will be forfeited.

The Management understands that staff may have accumulated leaves to meet commitments to our clients or due to the COVID 19 travel restriction and should take the opportunity to consume these leaves during the above festive periods to avoid a situation where accumulated leaves will affect the operations of the company in the following year.

The Management wishes you:

Merry Christmas & Happy New Year

LOH FOOK YUEN
MANAGING DIRECTOR

cc Notice Board
cc Memo File

LFY/hjm

SOCOTEC CERTIFICATION INTERNATIONAL
ISO 9001
ISO 14001
SAC Accredited Certification Body
QS-1999-05
ES-2018-07