

CONFIDENTIAL



2022-019

To : ALL EMPLOYEE
From : EXECUTIVE DIRECTOR
cc : MANAGING DIRECTOR & HEAD OF DEPARTMENTS
Date : 14 November 2022

Friday, 18th November 2022 Declared as Public Holiday for the States of Negeri Sembilan, Pulau Pinang and Selangor.

The above matter refers.

We are pleased to inform that on **Friday, 18th November 2022** is a state public holiday respectively for Negeri Sembilan, Pulau Pinang and Selangor in view of the upcoming 15th General Election (GE15), scheduled to be held on 19th November 2022.

The public holiday on 18th November 2022 is declared under **Section 9(1)** of the Holiday Act 1951.

However, if an employee is on duty or required to perform a task on a declared public holiday under the said section, it will be replaced with another day after the task is completed and/or upon approval by the respective department Manager/Head of Department. Time off and annual leave (outside area) will be granted during the General Election on November 19, 2022.

Thank you.

Your Sincerely,
For and on behalf of

GALAXY AEROSPACE (M) SDN. BHD.

JUNE ALPAA

EXECUTIVE DIRECTOR

cum ADMIN & HUMAN RESOURCE MANAGER

