

2022-019

To : ALL EMPLOYEES
From : EXECUTIVE DIRECTOR
cc : MANAGING DIRECTOR & HEAD OF DEPARTMENTS
Date : 15 November 2022

**Friday, 18th November 2022 and Saturday, 19th November 2022
Declared as Public Holidays by YAB Prime Minister Malaysia**

The above matter refers.

We are pleased to inform that **18th & 19th November 2022** are declared as public holidays under Section 8 of the Holidays Act 1951 to facilitate Malaysians to vote on the polling day for the 15th General Election on 19th November 2022.

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.

Respective Manager/Head of Department are required to make necessary arrangements to ensure no disruption to the operations during the upcoming election period.

Your full cooperation on the above is much appreciated.

Thank you.

Your Sincerely,
For and on behalf of

GALAXY AEROSPACE (M) SDN. BHD.

GUME ALFAS

EXECUTIVE DIRECTOR

cum ADMIN & HUMAN RESOURCE MANAGER



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