

Ref : 2021-005

WEDNESDAY, 31 MARCH 2021

To : All Employee of Galaxy Aerospace (M) Sdn. Bhd.

CARRY FORWARD LEAVE (CFL) AND IN-LIEU LEAVE (IL)

Please be informed on below announcement with immediate effect.

1. CARRY FORWARD LEAVE (CFL)

Employees are allowed to bring forward a maximum of five (05) days of the current balance of annual (earned in the preceding year) to the following year. Any surplus leave above five (05) days shall be forfeited. All brought forward annual leave balance must be utilized within five (5) months or before **31st May of the year**.

2. IN-LIEU LEAVE (IL)

- a. All employees shall consent to perform work in excess of their normal working hours as and when required by the Company.
- b. An Executive employee who is required to work on his rest day or public holiday shall be given replacement leave on condition that .
 - I. Staff perform a full day's work and
 - II. The replacement leave is taken on another working day.
- c. Effective **01 April 2021**, all In-lieu must be cleared within two (02) months after the performed date or else will be forfeited.

Kindly be reminded that In-lieu balance for the year 2020 must be utilized before 31 December 2021 or else forfeited.

Employees are advised to manage their leaves effectively without interrupting the operation. All leaves application is fully controlled by HODs.

For any enquiries, please do not hesitate to contact us. Your understanding towards these matters is really appreciated.

Thank you.

for and on behalf of

GALAXY AEROSPACE (M) SDN. BHD.

Azizol Mokhtar

Admin Controller

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