

AMO MEMO

REF NO. : GAM/AMO/22/024
TO : All GAM Personnel.
FROM : Engineering Manager.
DATE : 13 December 2022.
RE : Annual Leave forecast for Year 2023.

Annual Leave forecasting is essential for our operation with respect to managing the manpower resources and preventing lots of unutilized leave being reserve towards the end of the year. The leave needs to be planned accordingly for the supervisor to manage the operation without any disruption due to manpower shortage.

All personnel must come out with a planned leave as accurate as possible for year 2023 and submit to their respective EIC before **22nd December 2022**. The plan must ensure half of the allocated leave to be utilized before end of June and the remaining before year end.

Thank you.

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Engineering Manager

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