

ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

To: All Office Based Staff	Originator:	Suriani / Azmizam
	Department:	Human Resource
	Tel:	+(60) 3-2267-7657
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	E-mail:	SurianiEMS@KLIAekspres.com

 Reference Number:
 OMH.STF.M11750.23934

 Date:
 26th December 2023

NEW WORK HOURS & TIME – OFFICE BASED

The Management has agreed to revise the current office based weekly working hours from 41.5 hours to 40.25 hours. This will take **effect 1st January 2024**. Details of work hours and time are as follows:

	NEW WORK HOURS & TIME	PREVIOUS WORK HOURS & TIME
Monday - Thursday	8.15 / 8.45am – 5.15 / 5.45pm (8.25 hours / day)	8.15 / 8.45am – 5.15 / 5.45pm (8.5 hours / day)
	45 mins break / day	30 mins break / day
Friday	8.15 / 8.45am – 5.15 / 5.45pm (7.25 hours)	8.15 / 8.45am – 5.15 / 5.45pm (7.5 hours)
	12.30pm – 2.15pm 1 hour 45 min break	12.45pm – 2.15pm 1.5 hours break
Weekly break hours	4.25 hours	3.5 hours
Weekly working hours (excl break)	40.25	41.5

Note: The above does not apply to operational employees (those who are engaged in maintenance, operations, or support services).

Kindly adhere to the sign in and sign out memo [ref. no. OMH.STF.M11700.23935] dated 26th December 2023 at all times.

Thank you.

Sincerely,



Suriani Farisa Md Isa
 Senior Manager, Human Resource

Concurred by,



Thomas Baake
 Chief Executive Officer

Attachments: none
 cc: none