

ERL Maintenance Support Sdn Bhd

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

MEMORANDUM

To: All Staff	Originator:	Suriani / Sofia
	Department:	Human Resource
	Tel:	+(60) 3-2267-7645
	Fax:	+(60) 3-2267-7667
	Website:	www.emskliaekspres.com
	E-mail:	SurianiEMS@KLIAekspres.com

 Reference Number:
 OMH.STF.M11700.24730

 Date:
 25th November 2024
PUBLIC HOLIDAY 2025

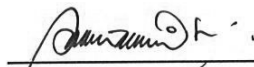
Dear All,

Reference is made to the above subject matter. Enclosed please find the list of public holidays declared by the Federal Government and Selangor State for year 2025 [attachment 1]. Attached together please find the Calendar for 2025 [attachment 2].

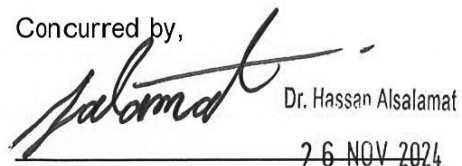
Please take note that the total annual and replacement leaves allowed to be carried forward to 2025 shall not exceed seven [7] days as stipulated in the Leave Administration Procedure [G00.OMH.M11750.ZP.0001.*], clause on 'Accumulated Leave/Leave Carry Forward'. Leave carry forward (LCF) from 2024 must be utilised by 31st March 2025; LCF not utilised will be forfeited after this date.

In line with our operational requirements, all shift employees are required to work during public holidays as rostered by their respective department. The employees are governed under Section 60D of the Employment Act 1955 and the Shift Procedure [G00.OMH.M11750.ZP.0006.*].

Sincerely,


Suriani Farisa Md Isa
 Senior Manager, Human Resource

Concurred by,



 Dr. Hassan Alsalamat

Dr. Hassan Alsalamat
 Chief Executive Officer

 Attachments: 1) Public Holiday 2025
 2) Calendar 2025

cc: {none}

 Sources: 1) MEF Circular on Federal and States Public Holidays 2024 (Circular No:11/2024) dated 3 October 2024
 2) MOE website www.moe.gov.my

Reference Number: OMH.STF.M11700.24730

Date: 25.11.2024

Attachment 1

NO.	PUBLIC HOLIDAY 2025	DATE	DAY	Days
1	New Year	01.01.2025	Wednesday	1
2	Chinese New Year [1st day]	29.01.2025	Wednesday	1
3	Chinese New Year [2nd day]	30.01.2025	Thursday	1
4	Hari Thaipusam	11.02.2025	Tuesday	1
5	Hari Nuzul Al-Quran	18.03.2025	Tuesday	1
6	Hari Raya Puasa [1st day]	31.03.2025	Monday	1
7	Hari Raya Puasa [2nd day]	01.04.2025	Tuesday	1
8	Labour Day	01.05.2025	Thursday	1
9	Hari Wesak	12.05.2025	Monday	1
10	Birthday of Yang di-Pertuan Agong	02.06.2025	Monday	1
11	Hari Raya Qurban	07.06.2025	Saturday	1
12	Awal Muharam (Maal Hijrah)	27.06.2025	Friday	1
13	National Day	31.08.2025	Sunday	1
14	Prophet Muhammad's Birthday	05.09.2025	Friday	1
15	Malaysia Day	16.09.2025	Tuesday	1
16	Deepavali	20.10.2025	Monday	1
17	Birthday of Sultan Selangor	11.12.2025	Thursday	1
18	Christmas Day	25.12.2025	Thursday	1
	Total			18

Note:**1. Office Based Employee [non-operational].**

- a. If a holiday falls on a Sunday or any other Public Holiday, the next working day will be treated as a holiday.
- b. If a holiday falls on Saturday, a substituted leave will be credited as replacement leave into the staff leave entitlement.

2. For shift employees, please refer to the Shift Procedures [G00.OMH.M11750.ZP.0006.*.]

* Refer to latest version



Reference Number: OMH.STF.M11700.24730

Date: 25.11.2024

Attachment 2

CALENDAR 2025

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st - New Year

29th & 30th - Chinese New Year

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

11th - Thaipusam

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18th - Nuzul Al-Quran

31st - Hari Raya Puasa

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1st - Hari Raya Puasa

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1st - Labour Day

12th - Wesak Day

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2nd - Agong's Birthday

7th - Hari Raya Qurban

27th - Awal Muharam [Maal Hijrah]

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

31st - National Day

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5th - Prophet Muhammad's Birthday

16th - Malaysia Day

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20th - Deepavali

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11th - Selangor's Sultan Birthday

25th - Christmas

Office Based Employee:

	Public Holidays
	Public Holidays (RL credited for office employees)
	Substituted Public Holidays
	School Holidays

Replacement Leave

Shift Employees

- 1) Thaipusam
- 2) Nuzul Al Quran
- 3) Awal Muharam
- 4) Prophet Muhammad's Birthday

Office Employees

- 1) Hari Raya Qurban