
Memorandum

From: Stephanie Lim

To: All Staff

Date: 09/09/2024

Chief Executive Officer

Cc: Board of Directors

HR/MEMO/2024/009

REPLACEMENT PUBLIC HOLIDAY – PROPHET MUHAMMAD’S BIRTHDAY

The above matter refer.

Accordance to calendar 2024, Malaysia Day and Prophet Muhamad's Birthday falls on the same date, 16th September 2024 (Monday).

The replacement leave applies solely to employees in the private sector, with the company mandated to grant leave on the following date, refer to the Employment Act under Section 60D(1)(b)(i)(ii).

With the above, Anika will replace the second (2nd) public holiday to the following date which is on 17th September 2024 (Tuesday) and office will resume back as normal on 18th September 2024 (Wednesday).

Thank you,

ANIKA INSURANCE BROKERS SDN BHD



Stephanie Lim
Chief Executive Officer