
Memorandum

From: Stephanie Lim
Chief Executive Officer

To: All Staff

Date: 2.1.2025

C.c: Board of Directors

HR/MEMO/2025/003

Staff Birthday Leave Entitlement

We are pleased to announce that, as part of our efforts to support work-life balance, employees are entitled to **a leave on the birthday month**, replacing the previously implemented Birthday Allowance and this will take effect from **1st January 2025**.

Please take note of the following guidelines for using your birthday leave:

Entitlement	One (1) day of leave during the employee's actual birthday month.
Application	" Birthday Leave " must be requested through the ESS System at least four (4) days prior to the leave date.
Remark	Leave cannot be taken in advance prior to the birthday month or carried over to the next month.
	Unused birthday leave will be forfeited.
	Leave must be taken as one (1) full day.

Thank you.

ANIKA INSURANCE BROKERS SDN BHD



STEPHANIE LIM
CHIEF EXECUTIVE OFFICER