

SAMPLE MEMO

Dear employees,

RE: Additional Public Holiday for Hari Raya Aidilfitri 2026

The government has announced an additional public holiday for all employees in conjunction with the upcoming Hari Raya Aidilfitri celebrations. This additional public holiday depends on which date Hari Raya Aidilfitri falls on. Employees are required to take note of the following arrangements:

If Hari Raya falls on <u>Friday, 20 March 2026</u>		
Date	Day	Status
20 March 2026	Friday	Hari Raya Day 1
21 March 2026	Saturday	Hari Raya Day 2
22 March 2026	Sunday	Rest day
23 March 2026	Monday	Additional Holiday

If Hari Raya falls on <u>Saturday, 21 March 2025</u>		
Date	Day	Status
20 March 2026	Friday	Additional Holiday
21 March 2026	Saturday	Hari Raya Day 1
22 March 2026	Sunday	Hari Raya Day 2
23 March 2026	Monday	Substituted Holiday (for employees observing Sunday as rest days) Normal Day for employees observing Sunday as a normal working day

Employees who are required to work on any of the above holidays (public holiday + additional holiday) will be notified in advance and will be provided with **[choose 1: additional public holiday pay / a replacement public holiday.]**

If you have any further questions, please contact the Human Resources department.

We wish all employees a Selamat Hari Raya Aidilfitri.