

RUWAIS REFINERY PROJECT		INTER OFFICE MEMORANDUM	
Ref. No.	IOM-ADMIN-HR-013-2013	Date	30 OCT 2013
To	All Concerned Employees	Total Page/s	1
From	HUMAN RESOURCE MANAGER – SITE	Attachment	0
Subject	CELEBRATION OF HIJRI NEW YEAR'S DAY 2013		

To mark the occasion of **HIJRI NEW YEAR'S DAY** – which in Muslim is the day that marks the beginning of a new Islamic calendar year. With this, please be informed that on **November 02, 2013** is a **working holiday**.

However, the company will compensate the payment on the said day which is 150% as per UAE Labor Law.

COMPUTATION	REMARKS
8 Hours + (1.5 * Actual Working Time)	Working Holiday

This is for your information and proper guidance.

Thank you.

GEUN YEOUL LEE
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