

Our ref : (39)PSMB/20/8 klt 6
Date : 23 December 2013

EMPLOYERS CIRCULAR NO. 5/2013
WEEKLY REST DAY FOR HRDF JOHOR BRANCH

1.0 PURPOSE

1.1 The purpose of this circular is to inform employers on the change of weekly rest day for HRDF Johor Branch effective 1 January 2014.

2.0 BACKGROUND

2.1 The State Government of Johor Darul Ta'zim announced through the Johor State Government General Circular Number 3/2013 dated on the 4 December 2013, states that the Duli Yang Maha Mulia Sultan Ibrahim Ibni Almarhum Sultan Iskandar, the Sultan of Johor Darul Ta'zim proclaimed that the weekly rest day for the State of Johor to be changed to Friday and Saturday.

3.0 WORKING HOURS

3.1 The working hours for HRDF Johor Branch are as follow:

- 3.1.1 Sunday to Wednesday - **8.30 am - 5.30 pm**
- 3.1.2 Thursday - **8.30 am - 4.00 pm**
- 3.1.3 Lunch hour - **1.00 pm- 2.00 pm**
- 3.1.4 Friday and Saturday - **Rest day**

3.2 Employers working on Friday who wish to deal with PSMB can contact our Customer Service officers in PSMB Headquarters at 1-800-88-4800 for further assistance.

4.0 **DATE OF IMPLEMENTATION**

4.1 This circular is effective from 1 January 2014.

Thank you.

"HRDF - SHAPING PEOPLE"
"PEKERJA PEMANGKIN TRANSFORMASI NEGARA"

Yours sincerely,

(ALI BADARUDDIN BIN ABD KADIR)
Chief Executive,
Pembangunan Sumber Manusia Berhad.