

**MAURITIUS PORTS AUTHORITY**

**CIRCULAR NOTE NO. 1 OF 2021**

**TO: ALL EMPLOYEES**

**DATE: 4 JANUARY 2021**

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**ANNUAL LEAVE PLANNING**

As per the Authority's Terms and Conditions of Service, employees shall be allowed to enjoy half of their vacation leave entitlement on a yearly basis.

With a view to ensuring that employees do enjoy their periodic breaks from work without affecting the smooth running of departments/units concerned, a proper leave planning is required. In this respect, each and every employee is kindly requested to fill in the leave planning form for year 2021.

The leave forms which are available at the office of Heads of Department/Sections should be duly filled in and handed over to your respective Supervising Officer, with copy to the HR Department by **Monday 18 January 2021**.

Thanking you for your kind collaboration.



**M. MOLOO**  
**Director, Human Resources**