

MAURITIUS PORTS AUTHORITY

CIRCULAR NOTE NO. 01 OF 2018

TO: ALL EMPLOYEES

DATE: 9 JANUARY 2018

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, there is need for an Annual Leave Plan. In this respect, each and every employee is kindly requested to fill in the Leave Planning Forms for year 2018.

The Leave Forms available from respective Heads of Department/Sections duly filled in should be submitted to your respective Heads of Department with copy to the HR Department by **Friday 2 February 2018**.

Thanking you for your kind collaboration.



M. MOLOO

Director, Human Resources