

**Memorandum**

**To: All Employees**  
**Re: Holiday Leave**  
**Date: 8 September 2023**  
**Revised: 20 May 2024**

The SSF Group Australia (**the Employer**) would like to take this opportunity to set the protocol when observing Holiday Leave.

As of 20<sup>th</sup> May 2024, the following employees below should observe the corresponding holidays as agreed:

Full name	Team	Holiday
Aadarshana Logeswaran	Accounts	Sri Lanka
Damian Ramanayake	Accounts	Sri Lanka
Leandro Barroza	Accounts	AU - ACT
Marini Samaratunga	Accounts	Rostered
Richard Miranda	Accounts	AU - ACT
Niroshini Karunaratne	HR	Sri Lanka
Danish Ali	OAC Connect	AU - ACT
Dinesh Priyadarshana	OAC Connect	AU - ACT
Kimi Ding	OAC Connect	AU - VIC
Renita Ramakrishnar	OAC Connect	Rostered
Angelica Caber	Operations - Eastern	AU - NSW
Hasheem Khan	Operations - Eastern	AU - NSW
Jhenny Dang	Operations - Eastern	AU - NSW
Sumran Khan	Operations - Eastern	AU - NSW
Reinfer Pietersz	Operations - Eastern	Sri Lanka
Cecilia Kang	Operations - Southern	AU - VIC
Imadh Marjan	Operations - Southern	AU - VIC
Mehroze Kainat	Operations - Southern	AU - VIC
Rashmika Perera	Operations - Southern	AU - VIC
Jasmine Alcantara	OACGov	AU - ACT

Please note that Holiday Leave is considered as a planned leave, thus it should be plotted and the management should be notified prior. Employees are expected to follow the guidelines below:

- Notify the OAC Governance Unit at least **4 weeks ahead** to request to change a public holiday to a work day.
- Choosing an alternate day OFF has to be informed **within 24 hours** from the day of request notification.
- Alternate day OFF cannot be banked for future use and will be forfeited if notification period has expired.
- Vacation auto-responder must be turned on for the period you are on leave (Outlook, MS Teams, and WhatsApp Business).
- Discuss and send your handover report to the team and copy OAC Governance.

The management reserves the right to refuse the approval of requests if the notice does not meet the 4-week standard.

Due to the critical need of the company to operate effectively in the event of an employee being absent due to taking leave and the management find that the employee has not sufficiently documented or communicated any essential

information via pre-approved means of communication and storage (e.g. ServiceM8, Visual Care, Dropbox, Smartsheet, OneDrive, Google Sheets, Outlook, MS Teams), employees will be required to be contactable to provide essential information and updates to the team and the management.

Please acknowledge through the QR code attached below to indicate your understanding of the details confirmed in this memorandum.

If you have any questions or concerns in relation to this matter, please contact the OAC Governance Unit on [OAC-GOVERNANCE@ssfservices.com.au](mailto:OAC-GOVERNANCE@ssfservices.com.au).

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## SCAN TO REGISTER YOUR ACKNOWLEDGEMENT AND UNDERSTANDING

