

HRSINGAPORE

Question - Half Day Leave on Eve of PH - Update 2 (Replies)

Dear all,

May I know whether do your company grant 1/2 day PM Leave on Eve of PH?

Please share with thanks.

Esther

REPLY 1

Yes we do.

Monica

REPLY 2

Hi we only grant half day leave on Christmas and New Year's Eve.

Shikin

REPLY 3

No, we do not practise that.

MN

REPLY 4

We do not give half day for the eve of PH except Chinese New Year and New Year .

C Tan

REPLY 5

No. If staff wants 0.5 day on eve of PH, need to apply 0.5 day leave.

Rose Ho

REPLY 6

I understand the good intention of HR and company management, to give half day off during eve of certain public holidays. However sometimes this can drown you with troubles and you are opening a can of worms.

It is not advisable to give $\frac{1}{2}$ day or any time off for any employees, during the eve of any RELIGIOUS public holidays. As this is tag to only certain religious employees or certain % of employees.

If you do that, you need to be very fair to apply across for all religious public holidays. You should not and cannot apply this to only certain religious public holiday. Be very careful with this. Otherwise it is unfair practise.

If your company decided to give, then it is better and highly recommended to only give $\frac{1}{2}$ day or time off for employees, on a NATIONAL LEVEL public holidays. Example: New Year 1st Jan, National Day, May Day etc.....

Also note that employees would also usually apply the balance $\frac{1}{2}$ day leave for such days, so that they will have the entire day off. If your operation can allow this with minimum workforce for the day before an PH, with no impact to business operation, then it could be fine for you.

Note: Especially for new companies, please be very careful and think much deeper and longer term before you recommend or decide to give away any benefits. Once given, it is very difficult to withdraw, almost no U-turn. You want to set your company policy right, from the start. This is from my experience in

managing manufacturing plants in both SGP and overseas, dealing with different cultures.

Yamada

REPLY 7

No, we do not practice that unless the employee is applying Annual Leave.

EL

REPLY 8

Yes we practice. This is just small little things we do to add on our perks.

Roza

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HR Communication Workshop (5th Run)

- 26 May 2016

HR personnel are involved in several activities that require effective communication: recruitment, new employee orientation, explaining pay, benefits, and other company policies, and assisting line managers with employee performance management, and the handling of resignations, dismissals, or layoffs.

Internal communications is the function responsible for effective communication which is one of the key enablers of employee engagement. Nowadays, HR folks feel like they should limit their communication to what is legal, or legally communicable which at times reflect HR to be yet another bureaucracy.

People at work communicate regardless of the intentions of their managers or leaders, and communication is intrinsic to the work of any employee - it is the very essence of work in many situations - conversations that HR should be involved in facilitating "upwards", "downwards" and "across" the organisation cultivating positive employee relations, encourage employee goal-setting, limit turnover, increase competencies and develop skill levels.

For details, please click on: <http://hrsingapore.org/hrcommunication/>

Course Outline

- Good communication tools and techniques in general.
 - Internal communications strategy.
 - Communications channels.
 - Message design and production.
 - Change communications.
 - Crisis communications.
 - Keeping your communications afloat.
 - Effectiveness of communications.
-

Past Participants' Comments


- "All the session and topic really help to improve my HR skills!"
- "Well delivered course!"
- "Trainer showed interesting videos. The course included the engagement which is very relevant!"
- "Ms Lie Tjing is a very good instructor. We have learned a lot! Having been a HR practitioner for over 20 years myself, I find the workshop very refreshing. Participants were from broad areas, from different businesses and government services, from young generation till my generation. The sharing during the day


was valuable and stimulating"




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