

Subject: Guidelines for Statutory Holiday Work Schedules

Dear [Employee's Name],

As we approach the upcoming statutory holiday, we want to provide you with guidelines regarding work schedules during this period.

Work Schedule Guidelines:

1. **Notification:** Employees will be notified at least [X days] in advance about required work on statutory holidays.
2. **Scheduling:** Consideration will be given to employee availability and preferences when creating holiday work schedules.
3. **Compensation:** Employees working on statutory holidays will receive [details on pay, time-off, etc.].
4. **Requests for Time Off:** Employees wishing to take the holiday off should submit requests to their manager by [X date].
5. **Shift Coverage:** It is essential to ensure adequate coverage; employees may be asked to volunteer for additional shifts.

Thank you for your cooperation. If you have any questions, please feel free to reach out.

Sincerely,
[Your Name]
[Your Position]
[Company Name]