

Contractor Public Holiday Working Guidelines

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company Name]

Dear [Contractor's Name],

As part of our commitment to maintaining clear communication and ensuring compliance with labor regulations, we are outlining the following guidelines regarding public holiday work. Please review these guidelines carefully:

1. Public Holidays Observed

Our company observes the following public holidays: [List of Holidays]. Work on these days is subject to prior approval.

2. Requesting Permission

All contractors wishing to work on a public holiday must submit a request to [Contact Person/Department] at least [XX days/hours] in advance.

3. Compensation for Work

Contractors who work on public holidays will be compensated at the agreed-upon overtime rate. Please ensure all hours worked are reported accurately.

4. Health and Safety

It is imperative that all health and safety regulations are adhered to while working on public holidays to ensure a safe environment.

Thank you for your attention to these guidelines. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]
[Contact Information]