

Mustika Alam Lestari

23 Juni 2014

PENGUMUMAN JADWAL KERJA MASA BULAN PUASA DAN HARI RAYA IDUL FITRI TAHUN 2014

Kepada:

Pelanggan PT Mustika Alam Lestari

Dengan ini diberitahukan jam kerja masa bulan puasa dan Jadwal libur Hari Raya Idul Fitri tahun 2014, sbb:

Jam Kerja Operasional (Operasi Kapal, Pelayanan Receiving, Delivery, dan Loket):

SHIFT	JAM KERJA	JAM ISTIRAHAT (berhenti kerja)	KETERANGAN
I	07:00 s/d 15:00	-	Setiap hari Jumat istirahat untuk Shalat Jumat mulai 11:30 s/d 13:00
II	15:00 s/d 23:00	18:00 s/d 19:00	
III	23:00 s/d 07:00	04:00 s/d 05:00	

Jam Kerja Administrasi:

HARI	JAM KERJA	JAM ISTIRAHAT (berhenti kerja)
Senin s/d Kamis	08:00 s/d 16:00	12:00 s/d 13:00
Jum'at	08:00 s/d 17:00	11:30 s/d 13:00
Sabtu	08:00 s/d 12:00	-

Jadwal Libur Hari Raya Idul Fitri adalah sbb:

	LIBUR
Karyawan Operasional & Pekerja Shift	Shift II dan Shift III Malam Takbiran. Jika ada kapal, Shift II masuk sampai operasi kapal selesai Shift I Hari Raya Idul Fitri
Karyawan Administrasi & Pekerja Non Shift	Sesuai dengan Hari Libur Nasional yang ditetapkan Pemerintah (Tanggal Merah)

Demikian diumumkan, atas perhatian dan kerjasamanya diucapkan terima kasih.

Hormat kami,
PT Mustika Alam Lestari



Paul Krisnadi
President Director

Mustika Alam Lestari

Jakarta, 23 June 2014

ANNOUNCEMENT TERMINAL WORK SCHEDULE DURING MUSLIMS FASTING MONTH AND IDUL FITRI HOLIDAYS YEAR 2014

To:
PT Mustika Alam Lestari Customers

Please be informed about the terminal work schedule during Muslims fasting month and Idul Fitri holidays year 2014 as below:

Operations Working Hours (Vessel Operation, Receiving, Delivery, and Documentation Counter):

SHIFT	WORKING HOURS	BREAK TIME	REMARKS
I	07:00 - 15:00	-	Break time on every Fridays for prayer is between 11:30 and 13:00 hours.
II	15:00 - 23:00	18:00 - 19:00	
III	23:00 - 07:00	04:00 - 05:00	

Administration Working Hours:

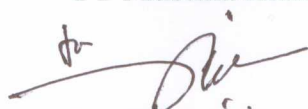
DAY	WORKING HOURS	BREAK TIME
Monday to Thursday	08:00 - 16:00	12:00 - 13:00
Friday	08:00 - 17:00	11:30 - 13:00
Saturday	08:00 - 12:00	-

Idul Fitri Holidays:

Employee Group	Holidays
Operations & Shift Employees	Shift II and Shift III on the day before Idul Fitri. If there is vessel alongside, Shift II will be working either until the vessel operation is completed or until end of the shift. Shift I during Idul Fitri.
Administration & Non Shift Employees	In accordance to Public Holidays declared by Indonesia Government.

We thank you for your attention.

Yours faithfully,
PT Mustika Alam Lestari



Paul Krisnadi
President Director