

WORKING CALENDAR 2020

MONTH		DAY and DATE																																Total Working days			
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon						
JANUARY					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	20	
FEBRUARY								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	20
MARCH		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			22		
APRIL						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	21	
MAY							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	12
JUNE			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			22		
JULY						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	22	
AUGUST								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	19	
SEPTEMBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	22	
OCTOBER							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	21
NOVEMBER		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				21		
DECEMBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	20	
																																		242			
Regular	Mon - Fri																																	180	(1)		
Fasting	Fri																																	42	(2)		
	Sat																																	2	(3)		
	Mon - Thu																																	16	(4)		
	Fri																																	1	(5)		
	Fri fasting																																	1	(6)		
																																		242			

STANDARD WORKING TIME (Article 77 number 13 year 2003)

Total days a years 2020 365 days
 Total weekend (104) days
 Total national holiday (13) days
 Standard working days a year 249 days
 Standard working time (249 days x 8 hours) 1,992 hours
 Remarks
 National Holiday in Weekend (3)

ACTUAL WORKING TIME (40 hours per week, 8 hours per day)

Regular days
 Monday to Thursday (1) 180 x 495 minutes = 89,100 minutes
 Friday (2) 42 x 480 minutes = 20,160 minutes
 Saturday (3) 2 x 495 minutes = 990 minutes
 Fasting days
 Monday to Thursday (4) 15 x 405 minutes = 6,075 minutes
 Friday (5) 2 x 390 minutes = 780 minutes
 First fasting day (6) 1 x 210 minutes = 210 minutes
 Collective leave (7) 4 x 495 minutes = 1,980 minutes
 TOTAL 246 119,295 minutes 1,985 hours

PROPOSAL

Standard working time 249 days = 1,992 hours
 Actual working time 246 days = 1,985 hours
 Difference - 3 hours
 (8) employees excess working time in year 2020 (3) hours
 (9) Company give to employee (3) hours

NATIONAL HOLIDAY 2020

NO	DATE	DAY	REMARK
1	1 January	Wednesday	New Year Day
2	25 January	Saturday	Chinese Lunar New Year 2571
3	22 March	Sunday	Ascension of the Prophet Muhammad SAW
4	25 March	Wednesday	Silence Days Saka New Year 1942
5	10 April	Friday	Good Friday
6	1 May	Friday	May day (Labor Day)
7	7 May	Thursday	Budha's Birthday (Wesak) 2564
8	21 May	Thursday	Ascension Day of Jesus Christ
9	24 May	Sunday	Idul Fitri 1 Special 1441 H
10	25 May	Monday	Idul Fitri 1 Special 1441 H
11	1 June	Monday	Birth of PANGASILA
12	31 July	Friday	End of Adha 1441 H
13	17 August	Monday	RI Independence Day
14	29 August	Thursday	Islamic New Year 1442 H
15	29 October	Thursday	The Prophet Muhammad's Birthday
16	25 December	Friday	Christmas Day

COLLECTIVE LEAVE & COMPANY HOLIDAY

DATE	DAY	REMARK
22 May (7)	Friday	Idul Fitri
26 May (7)	Tuesday	Idul Fitri
27 May (7)	Wednesday	Idul Fitri
24 December (7)	Thursday	Christmas
2 January	Thursday	Company Holiday
3 January	Friday	Company Holiday
28 May	Thursday	Company Holiday
29 May	Friday	Company Holiday
31 December	Thursday	Company Holiday

24 March (3)
 27 June (3)
 X Saturday Education
 X Sunday
 X National Holidays
 X Company Holidays
 X Collective Leave
 X Sales Closing
 X First Fasting day (Eidulfitri)
 X Saturday working

WORKING HOURS

REGULAR DAYS (WORKING TIME 17:00)			
Monday to Thursday	Work hours	: 495 minutes	
(1) 08:30 - 17:45	Rest free	: 90 minutes	
Friday	Work hours	: 480 minutes	
(2) 08:30 - 17:45	Rest free	: 75 minutes	
FASTING DAYS (Working Time 16:00)			
Monday to Thursday	Work hours	: 405 minutes	
(4) 08:30 - 16:00	Rest free	: 45 minutes	
Friday	Work hours	: 390 minutes	
(5) 08:30 - 16:00	Rest free	: 60 minutes	
First fasting day	Work hours	: 210 minutes	
(6) 08:30 - 16:00			

JAKARTA, 28 OCTOBER 2019

PRESIDENT DIRECTOR PERS	CHIEF OF LABOR UNION
2020 SAKU	FAHRY RAHMAN