



## HAFFA NEWS (Extract)

**To** : All HAFFA Members  
**Date** : 16 December 2016  
**Ref** : News 53 (2016-2017)  
**From** : Alice Lui / Director

### HAFFA OFFICE - IMPLEMENTATION OF FIVE-DAY WORK WEEK

- *HAFFA Office to implement Five-Day Work Week*
- *HAFFA 辦事處推行五天工作周*
- *Change of HAFFA office opening hours with effect from 01 February 2017 (Wednesday)*
- *HAFFA 辦事處由 2017 年 2 月 1 日(星期三)起更改辦公時間*

This is to inform Members that with effect from 01 February 2017, HAFFA Office will implement five-day work week in order to underpin HAFFA's family-friendly approach which we were awarded "Family-Friendly Employer" again in the "2015/16 Family-Friendly Employers Award Scheme". To ensure that Members and the industry continue to enjoy quality service and a smooth service delivery, the weekday office opening hours and AISRS application closing time will be extended after the introduction of a five-day working week.

The office opening hours and AISRS application closing time with effect from 01 February 2017 are detailed in the tables below.

	<b>HAFFA Office opening hours (before 01 Feb 2017)</b>	<b>HAFFA Office opening hours (on or after 01 Feb 2017)</b>
Mon to Fri	9:00 a.m. - 12:50 p.m. & 2:00 p.m. - 5:00 p.m.	9:00 a.m. - 12:50 p.m. & 2:00 p.m. - 5:45 p.m. ( <i>extended for 45 min</i> )
Sat	9:00 a.m. - 12:50 p.m.	Closed
Sun and Public Holidays	Closed	Closed

	<b>AISRS Application Closing Time (before 01 Feb 2017)</b>	<b>AISRS Application Closing Time (on or after 01 Feb 2017)</b>
Mon to Fri	3:00 p.m.	3:30 p.m. ( <i>extended for 30 min</i> )
Sat	10:00 a.m.	Closed
Sun and Public Holidays	Closed	Closed

Different closing time will be applied to some special days (e.g. Christmas Eve) with prior announcement on the HAFFA website ([www.haffa.com.hk](http://www.haffa.com.hk))

~ End of News Extract ~

