

To : All Staff and Students  
From : Finance Office  
Date : 29 December 2006

**Adoption of the 5-day work week in the Finance Office**

Please note that with effect from 1 January 2007 the service hours of the Finance Office will be as follows:

For the Main Office at 11/F, Li Ka Shing Tower

Monday to Friday : 8:45 a.m. - 1:00 p.m.  
2:00 p.m. - 5:35 p.m.

For the Cashier Counter at VA205, Shaw Amenities Building

(same hours as at present)

Monday to Friday : 8:45 a.m. - 5:00 p.m.  
Saturday : 9:00 a.m. - 12:00 noon

Thank you for your attention.

Finance Office