

	RESOURCE LIBRARY – HUMAN RESOURCES Laundry Allowance	CODE: 04.01.035
		EDITION: 1
		PAGE 1 OF 2

OBJECTIVE:目的:

- To provide non uniformed employees with laundry assistance.
为不穿制服的员工提供洗衣服务援助。
- To set the parameters for laundry entitlements.
设置洗衣权益的参数。
- To reinforce the expectation that all employees should be groomed on duty.
增强所有员工上班时注意仪容仪表的期望。

APPLICATION:应用:

Hotel Managers should formulate a laundry policy that is applicable to their own operation, incorporating this policy.

酒店经理应制定一个适用于酒店运营的洗衣政策，同时将此项政策包括在内。

Landry allowances should be reviewed if the laundry prices are increased.

洗衣价格上涨时，应对洗衣津贴进行评审。

A delivery and pick up schedule should be determined by the Laundry Manager/Executive Housekeeper to ensure staff laundry does not interfere with the delivery of guest service.

取送时间安排表由洗衣房经理/行政管家负责确定，以确保员工洗衣不会影响客人送洗服务。

STATEMENT OF POLICY

政策声明

1. We expect all employees regardless of rank to be well groomed on duty.
际酒店要求所有员工，不论职位高低，均须穿着得体。
2. Laundry and dry cleaning for the pre-determined amounts below will be provided for non – uniformed employees, free of charge.
酒店免费为不穿制服的员工提供少于预定次数的洗衣及干洗服务。
3. Any clothing laundered that exceeds the allowance will be charged at 50% discount to the individual City Ledger.
洗熨的任何衣物超过限额的，其费用将按五折记入个人挂帐。

	RESOURCE LIBRARY – HUMAN RESOURCES Laundry Allowance	<i>CODE:</i> 04.01.035
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 2

MONTHLY ALLOWANCES每月津贴

5* PROPERTIES 5 *住宿:

A & B Key Personnel Category Live-in:

A&B类关键人员入住: \$300

A & B & C Key personnel category Live-out

\$200

A&B & C类关键人员外出:

Non – Uniformed Skilled Personnel:

\$125

不穿制服的技能型人员

4* PROPERTIES:

A & B Key Personnel Category Live-in:

\$250

4 *住宿

A&B类关键人员入住:

A & B & C Key personnel category Live-out:

\$175

A&B & C类关键人员外出:

Non – Uniformed Skilled Personnel:

\$100

不穿制服的技能型人员:

3* PROPERTIES

A & B Key Personnel Category Live-in:

\$200

3 *住宿

A& B类关键人员入住:

A & B & C Key personnel category Live-out:

\$150

A&B & C类关键人员外出:

Non – Uniformed Skilled Personnel:

\$75

不穿制服的技能型人员: