

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Vacation Air Travel</b>	<b>CODE:</b> 04.01.038
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**OBJECTIVE:目的:**

- To specify the entitlements for vacation air travel.  
明确规定航空旅行度假的权益。

**APPLICATION:应用:**

The Personnel Manager is responsible for administering and controlling the vacation tickets for all employees.  
人事部经理，负责管理和控制所有员工的度假机票。

Cash should not be paid in lieu of air tickets, unless in an exceptional case when the General Manager may authorize to do so.

除非总经理批准的特殊情况，不得以现金支付代替机票。

The route for vacation tickets can be changed if there is no difference in the price or if the employee pays the difference between the new route and their entitled-to route., flights not taken for whatever reason will not be reimbursed or carried over to the next year unless for exceptional operational reasons.

如果价格相同，或者员工支付新航线和有权享有航线之间的差额，则可以更改度假机票的航线，无论出于何种原因，不乘坐航班者，其费用将不予报销或结转到下一年，属于特殊运行原因的除外。

**STATEMENT OF POLICY**

政策声明

*Note: General Manager's entitlements will be given in the G & A policy manual.*

注：总经理的应享权益将在G & A政策手册中规定。

1. Key Personnel A, B, C

1、A、B、C类关键人员

Employees and their eligible dependents in this category are entitled to annual leave tickets on or after every employment anniversary. Excursion Economy Class applies.

此类别的员工及其合资格家属有权在每个入职周年纪念日或之后享有年假机票。此类员工可享用经济舱旅游票。

Eligible dependents include:

Key Personnel A	Spouse and two children
Key Personnel B	Spouse and one child
Key Personnel C	No eligible dependents

合格的家属包括:

A类关键人员	配偶和两个孩子
B类关键人员	配偶和一个孩子
C类关键人员	无合资格家属

2. Skilled Personnel技能型人员

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Employees in this category are entitled to an excursion Economy return air tickets every two years to the country of their point of hire. Dependents are not eligible for tickets.

此类员工有权每两年享有其雇用地所在国的经济舱往返机票。家属不具备获得机票的资格。