

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Leave Policy</b>	<b>CODE:</b> 04.01.041
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## **(I) ANNUAL LEAVE年假**

### **Description:**描述:

The scope of this instruction is to provide guidelines for the administration of vacation and to avoid accumulation of vacation days. This policy is applicable to all employees.

本指令的范围是提供假期管理的指导方针，以避免假日累积。这一政策适用于所有员工。

As per the labor law, all employees are entitled to a paid annual leave of 30 days due after 1 year of continuous service.

根据“劳动法”，所有员工在连续工作1年后均有权享受30天的带薪年休假。

A vacation plan must be submitted by all department heads outlining the dates each staff plans to take as annual leave. Once the plan is approved by the General Manager, vacation Requests can be submitted.

Public Holidays occurring during the annual Leave will not be considered as part of the vacation entitlement and will not extend the entitlement.

休假计划必须由所有部门主管提交，其中列出每个员工计划休年假的日期。一旦总经理批准了休假计划后，即可提交休假申请。年假期间发生的公共假日将不会视为应享休假的一部分，且不会延长应享权益。

Money in lieu of vacation will not be paid. This is based on the belief that a vacation makes an important contribution to the health and wellbeing of our employees.

休假期间不再支付奖金。其理由是，人们相信，休假对我们的员工的健康和幸福做出了重要贡献。

Annual Leave cannot be carried forward to the following year. If the annual leave is not taken within the same year, its balance will be automatically zero.

年假不能结转到下一年。如果不在同一年度内休年假，其结余天数将自动归零。

Any exception or deviation requires the approval of the General Manager.

任何例外情况或不同之处，均需要总经理的批准。

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## (II) SICK LEAVE病假

### **Description:**描述:

The scope of this instruction is to ensure a systematic control on absence related to sickness and to protect the employee's and the company's rights with regards to sickness remuneration and absence from work. This policy is applicable to all employees

本指令的范围是确保与疾病有关的缺勤的系统控制，保障员工和公司关于患病期间薪酬和缺勤的权利。这一政策适用于所有员工。

Employees who are unable to work due to sickness must inform their respective department head/Manager prior to the time they are expected on duty.

因病无法工作的员工必须在要求其值班前通知各部门主管/经理。

The Human Resources Manager must be informed of sick employees unable to perform duty.

必须将不能履行职责的生病员工的情况告知人力资源部经理。

The employee must visit the Hotel's Doctor as soon as possible thereafter to verify the sickness or any sick leave issued by an external doctor. The Hotel Doctor will submit a medical form to the Human Resources Department within 24 hours from the sickness date. If an employee does not see the Hotel Doctor within 24 hours from the sickness date, then it will be automatically marked as absence.

此后员工必须尽快去看酒店医生，以查明疾病，或由外部医生开具病假证明。酒店医生会在患病日期开始后的24小时内向人力资源部提交体检表。如果员工没有在患病日期开始后的24小时内看酒店医生，那么会自动标注为缺勤。

A copy of the medial treatment request is attached.

附上一份医疗要求的复印件。

Employees who have not completed the probation are not entitled to a sick leave as per the Labor Law. After completing three months of continuous service right after the probation period all employees are entitled to a sick leave of 90 days maximum per year as following :

按照《劳动法》的规定，尚未完成试用期的员工无权享有病假。

试用期后连续工作3个月所有员工均有权享受每年最长90天的病假，具体规定如下：

- 15 days with full pay全薪15天
- 30 days with half pay半薪30天
- The rest of the period will be unpaid其余时间不发工资

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### **(III) DAY IN LIEU**换休

**Description:描述:**

The scope of this instruction is to ensure that staff productivity is maximized, also to minimize payroll expenses and to control the accumulation of pending days. This policy is applicable to all employees  
 该指令的范围是确保最大程度提高员工的工作效率，同时尽量减少薪资支出，控制换休日的累积。这一政策适用于所有雇员

Every employee is entitled to one day off for every 6 consecutive working days. Employees are entitled also to public holidays per year as announced in the newspaper.  
 每位员工都有权在每6个连续工作日后休息一天。此外，员工有权享受报纸上公布的每年公众假期。

However, should the business require that the employee works on a public holiday or his day off then he is entitled to a day in lieu  
 但是，如果企业要求员工在公众假期或其休息日工作，那么该员工就有权换休。

All days in lieu should be cleared within one month from the date it was accumulated. Days in lieu cannot be carried forward more than 31 days.  
 所有换休日应自累积之日起一个月内清除。换休日不能结转超过31天。

All managers working on a public holiday or their day off are also entitled to a day in lieu.  
 所有在公众假期或其休息日工作的管理人员也有权享受换休。

Any exception or deviation is to be approved by the General Manager.  
 任何例外情况或不同之处须经总经理批准。