

	RESOURCE LIBRARY – HUMAN RESOURCES Overtime	CODE: 04.01.043
		EDITION: 1
		PAGE 1 OF 3

OBJECTIVE目的:

To establish a standard policy for employees' work done over and above normal contracted working hours, enabling employees sufficient time of rest.

为员工的超时工作建立统一执行标准，确保员工能得到合理的休息与调整。

APPLICATION适用于:

Applicable to all regularly contracted hotel employee's level 4 to level 7.

适用于酒店全体正式员工。

STATEMENT OF POLICY

政策声明

OVERTIME POLICY

加班政策

- Hotel does not encourage working beyond normal working hours, except for emergency cases or due to exigencies of business. Extra time worked by an employee shall be compensated accordingly.


酒店不鼓励员工加班，除非在紧急情况下或者在酒店运营需要时。员工超时工作将得到相应的补偿。
- Overtime must be agreed in writing with the Department Manager and Head of Department prior to being worked.

所有加班必须事先获得部门经理及总监书面审核批准。未经预先批准的加班时间将不被承认。
- Any extra hours worked in addition to the originally approved overtime hours must be duly justified to and approved by the General Manager, before submitting to HR for processing. Non-approved extra hours will not qualify for overtime purposes.

除了最初批准的加班工时，任何额外的时间必须有正当理由并经总经理批准，然后提交到人力资源部处理。未经核准的额外时间不视为加班。
- Employees whom work on public holidays shall be compensated in accordance to statutory regulations and given deferred holidays for below level 4 employee.

4级以下的正式员工，在法定节假日酒店将按照相关规定以补休方式偿还。
- Above level 4 employee's overtime on rest day or Public Holiday should be taken by the following month, based on ratio of 1:1.

4级以上的员工，在休息日、法定假日加班给予同等时间的调休。


	RESOURCE LIBRARY – HUMAN RESOURCES Overtime	CODE: 04.01.043
		EDITION: 1
		PAGE 2 OF 3

- 6 Employees below level 4 whose extra time equals less than one and a half hour on any day will not qualify for overtime purposes.
4级以下的员工如加班不超过一个半小时的时间将不予计算。
- 7 Department Heads are responsible to ensure that total extra hours worked do not exceed 36 hours in a month.
部门主管有责任确保员工加班每月不超过36小时。
- 8 Employees are not entitled to overtime for travel time, for overnight stays, or for conference attendance, as this is considered to be part of the role and is understood to be included in the salary paid for the role.
员工的上下班或者路途时间，过夜，出席会议将不被视为加班，因为这被认为是员工履行职务的一部分，因为员工的工资支付已经包括上述事项。
- 9 All overtime days-in-lieu should be taken by the following month, based on ratios of 1:1. Any unutilized off-in-lieu shall be forfeited.
员工加班在无特殊情况下应于下月之内换取调休，按1:1进行补休，否则逾期作废。
- 10 It is the responsibility of the Head of Department to ensure overtime is kept at minimum based on operational needs, especially on Public Holidays.
部门负责人有责任根据运作需要，安排最少量的员工进行加班，特别是在法定假日。
- 11 All employees of management above level 4 are not eligible for overtime as they are expected to work the hours required to successfully complete their assignments. Exceptional cases require the prior approval of the General Manager
所有管理层4级以上含四级员工的延时加班，不适用任何加班补偿。

OVERTIME PROCEDURES

加班程序

- 1 Employee must complete the “Overtime Request Form” and obtain prior approval from the Head of Department, prior to being worked.
所有加班均需填写加班申请表并事先得到部门负责人书面审核批准。
- 2 Department Manager must complete the Overtime Request Form for the department, duly justified and signed off by Head of Department, and submit to General Manager for approval, before submitting to HR department for record.
部门经理必须完成该部门加班申请表，填妥正当理由，由部门总监签批，并经总经理批准后，提交人力资源部备案。

	RESOURCE LIBRARY – HUMAN RESOURCES Overtime	CODE: 04.01.043
		EDITION: 1
		PAGE 3 OF 3

- 3 HR department shall compare the duly approved Overtime Request Form against the attendance records to verify the actual overtime hours worked.
人力资源部将对正式批准加班申请表与考勤记录进行审核，以验证实际加班工时。
- 4 Department Manager is responsible to ensure that the hours worked match the hours requested in the duly approved Overtime Request Form. The attendance records (indicating the actual days and hours worked) must be submitted to HR department.
部门经理负责确保工作时数与正式批准的加班表相匹配。考勤记录（显示天数和工作时间）必须提交人力资源部。
- 5 Should there be extra hours worked but not originally approved and with valid justifications, Department Manager should immediately obtain the originally approved Overtime Request Form from HR Department and update the Form clearly. This form must be counter signed by the General Manager at the changes made, before submitting to HR for processing.
如有额外的工作时间，但不是原核准，并提供有效的理据，部门经理应立即向人力资源部索取原先批准的加班申请表，并在表上清楚更新信息。更新后的申请表必须请总经理在更改的信息上签批，然后提交到人力资源部处理。
- 6 Any unauthorized extra hours worked shall not be recognized and shall not be compensated.
所有未经预先批准的加班时间将不被承认，并将不享受相应的加班补偿。
- 7 Upon the using of HRMS, the department's authorized personnel shall ensure all duly approved overtime and off-in-lieu data are entered into to the system and shall be completed by the 21st of each calendar month (or the Monday immediately after if it falls on weekends). The updated records shall be compared against the duly approved Overtime Request Form to ensure the extra hours worked are duly approved.
在人力资源管理系统中，部门考勤员应将部门主管签批的加班、补休输入电脑，此项工作应于每月21日前完成（如遇周末将顺延至下周一）。更新的考勤应与正式批准的加班申请表相匹配，以确保加班工时已正式批准。
- 8 Upon approval from Head of Department, all duly approved attendance records and Overtime Request Form must be submitted to HR department by the 21st of each calendar month.
由部门总监确认后，所有签批的考勤记录和加班申请表应于每月21日前提交人力资源部。

本规定将根据酒店实际运营情况做阶段性调整。

This regulation will be adjusted based on the state of operation.