

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Leavers Administration</b>	<i>CODE:</i> 04.01.071 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 2
--	--	---

OBJECTIVE:目的:

- To ensure the required legal and company procedure is followed with regard to separations.  
确保遵循有关离职的规定法律和公司程序。
- To ensure the property of the company is secure.  
确保公司财产的安全。

APPLICATION:应用:

The H.R./ Personnel Manager is responsible for ensuring that the administrative side of employees departing the hotel/company is promptly, professionally and securely handled.  
人力资源/人事经理负责确保及时、专业、安全地办理员工离开酒店/公司时的行政方面事宜。

The Department Head concerned must work in cooperation with the H.R./Personnel Manager to assist in the application and implementation of the Policy Statement specified over.

有关部门主管必须与人力资源/人事经理合作,协助应用和实施规定的政策声明。

STATEMENT OF POLICY

政策声明

1. **IMPORTANT:** It is against company policy to grant expatriate employees a 'release' to work for an employer in a related industry in the same city/country, in exceptional circumstances where the employee is exposed to highly confidential company data and financial information. In such cases the six months visa ban will be applicable, unless special approval is received from the Chief Executive Officer of the company.  
重要提示: 在外籍员工可以利用高度机密的公司数据和财务信息的特殊情况下, 准许其为同一城市/国家的相关行业的雇主工作是违反公司政策的。在这种情况下, 除非经公司首席执行官特别批准, 否则将对该外籍员工处以6个月的签证禁令。
2. Employee's resignations must be forwarded for the attention of the General Manager along with the comments of the Department Head and H.R./Personnel Manager. The H.R./Personnel Manager should have exhausted the possibilities of retaining a good employee within the hotel and company.  
员工辞职书必须转交公司总经理批示, 同时附上部门主管和人力资源/人事经理的意见。人力资源/人事经理应竭尽全力挽留保酒店或公司内的优秀员工。
3. All leavers must complete an exit interview form before leaving the hotel (as per Policy HR 7.11)  
所有离职员工均须填写一份离职面谈表后方可离开酒店 (按政策HR 7.11 )
4. All employees must serve the required notice period, as per the local labour law and contract of employment.  
所有员工均须在当地劳动法和聘用合同规定的通知期内供职。
5. A payroll notification via the *change in status form* is to be completed on acceptance of the employee's resignation. Severance pay is to be calculated in accordance with the local labour laws.  
受理员工辞职时, 通过更改状态表来填写薪资发放通知单。解雇金按照当地劳动法进行计算。
6. A *clearance form* system is to be put in place to ensure all company property such as uniforms, badge, keys, ID etc. is returned prior to the employee's departure. The final settlement will not be processed without a completed and authorized *clearance form* from the H.R./Personnel Manager.

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Leavers Administration</b>	<i>CODE:</i> 04.01.071 <i>EDITION:</i> 1 <i>PAGE</i> 2 OF 2
---	--	---

离职手续表制度必须落实到位，以确保员工离职前归还公司的所有财产，如制服、徽章、钥匙、ID等。离职员工必须填写离职手续表并经人力资源/人事经理批准后方可办理最终结算。

7. A certificate of service is to be prepared in advance by the H.R./Personnel Manager and presented to the employee on his/her departure.  
人力资源/人事经理事先准备好服务证书并在员工离职时赠与该员工。
8. The employee's file is to be updated with the *separation-change of status* form, the forwarding address, exit interview form and a copy of the clearance form.  
员工档案要随离职状态变更表、转寄地址、离职面谈表和离职手续表副本一起更新。
9. Employment visas where relevant are to be cancelled in accordance with the local labour law.  
相关工作签证将依据当地劳动法予以取消。