

贵阳机场假日酒店 & 贵阳机场智选假日酒店
HOLIDAY INN & HOLIDAY INN EXPRESS GUIYANG AIRPORT

Policy & Procedure – Human Resources 人力资源制度和程序	Policy Number 序号:	HRD D005
	Effective Date 生效日期:	October 10, 2023
	Supercedes No. 废止号:	
Leave 假期	Prepared By 制定人:	DHR Tracy He
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	Distribute to 分发给: All Dept. Heads & Hotel Executive 所有的部门负责人及酒店管理層	

Objective 目标:

To regulate any leave entitlement to employees according to hotel policies and government regulation.
依据酒店及当地政府相关政策制定员工假期政策。

Procedure 程序:

- Annual Leave 年假:
- According to the organizational structure, employees of Band 1-3 can enjoy 25 working days annual leave if they have worked in the hotel for more than 10 years; Less than 10 years can enjoy 20 working days annual leave (including legal annual leave days). Band 4 can enjoy 20 working days annual leave if they have worked in the hotel for more than 10 years; Less than 10 years can enjoy 15 working days annual leave (including legal annual leave days). Band 5-6 employees can enjoy 10 working days annual leave (including legal annual leave days), if they work duration more than 20 years, can enjoy 15 working days annual leave. Band 7-10

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employees can enjoy 7 working days annual leave when they joined, one day is added for each full year of service, and the upper limit is increased by 3 working days (including legal annual leave days), if they work duration more than 15 years, can enjoy 10 working days annual leave, more than 20 years, can enjoy 15 working days annual leave.

- 依据酒店组织结构图中职位等级，1-3级员工，在酒店连续工作10年以上可享受25天工作日有薪年假；10年以下可享受20天工作日有薪年假（其中含法定年休假天数）。4级员工在酒店连续工作10年以上可享受20天工作日有薪年假。10年以下可享受15天工作日有薪年假（其中含法定年休假天数）。5-6级员工在酒店连续工作可享受10天工作日有薪年假（其中含法定年休假天数），如社会工龄达到20年，则年假为15个工作日。7-10级员工入职起可享受7个工作日/年，每工作满一年增加1天，增加上限3个工作日（其中含法定年休假天数），如社会工龄达到15年，则年假为10个工作日，达到20年，则年假为15个工作日。
- Trainees, temporary, casual employees are not entitled to paid Annual Leave.
- 实习生，计时工，劳务工将不享受有薪年假。
- Fresh graduates can entitle Annual Leave after a cumulative working duration of 12 months.
- 应届毕业生累计工龄满12个月可享受年假。
- Annual leave must be taken at the end of the first anniversary and as a rule cannot be accumulated and brought forward to the succeeding year. Annual leave brought forward to the succeeding year needs the signed written statement of the General Manager for record purpose. Accumulated Annual Leave into the succeeding year must be cleared latest in March the following year; failure to do so would mean forfeiture of such leave.
- 年假仅在当年年底前有效，并且依据规定，当年年假不可以累计到转年。当年年假若延续转到下一年，需由总经理签署书面说明并且备档。累积到转年的年假最迟必须于该年的三月份之前休完。若未休完，则自动作废。
- Staff who apply the resignation has taken the vacation in advance will have the prorated entitled leave deducted from final payment.
- 已经申请离职的员工如果已提前休完年假的，需在最后工资结算时按月比例扣除相应工资。
- Annual leave in general will be recorded from January to December.
- 通常年假记录周期一般是由一月至十二月。

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- The Human Resources Department is responsible for the proper administration of the Annual Leave benefit and the maintenance of correct and up-to-date Annual Leave records.
- 人力资源部负责年假福利的管理和年假记录的更新。
- Annual Leave Application Procedure 年假申请程序
- The employee will submit an Annual Leave Application Form at least two weeks in advance to the department Head concerned; the approved application form will be forwarded to the Human Resources Department for confirmation.
- 员工需在休假前至少两周内填写年假申请表格并上交部门经理；批准后的申请表格将上交人力资源部做进一步确认。
- The Human Resources Department will confirm the availability of leave credits and verify compliance with all requirements from the leave applied.
- 人力资源部将确认申请者年假剩余天数并依据年假申请要求核实申请的可行性。
- The Human Resources Department will retain the original form and a copy sent to the employee's Department Head.
- 人力资源部保存表格正本，部门经理保留表格复印件。
- General
- 总结
- Should a statutory or public holiday fall within an employee's scheduled Annual Leave, such holiday will not be counted as part of his leave and the employee will be entitled to an additional or extension corresponding to the number of holidays.
- 如果员工年假与法定节假日相重合，则法定节假日不作为年假的一部分，员工可以依据法定节假日天数被给予额外的假期或延长年假天数。
- Not have the right to use his Annual Leave balances in lieu of the notice period, (Approval of such is entirely up to the sole discretion of the Management on a case to case basis) but will receive payment to the value of remaining Annual Leave credits.
- 劳动合同终止时，该员工的剩余年假可按天数以工资形式发放。辞职的员工不可用未休年假代替离职通知期（管理层可根据具体情况进行审批），但未休年假会以工资的形式支付给该员工。

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- If the hotel fails to arrange the employees to enjoy annual leave after the deadline, the company will pay the salary of annual leave according to the law for the number of statutory annual leave days. If the hotel arranges employees to enjoy the annual leave, but the employees do not take the annual leave due to their own reasons, they must submit a written statement to the hotel that they do not want to take the leave due to their own reasons. In this case, the hotel is only legally required to pay its wages during the normal working period. The number of days not exceeding the annual leave shall be regarded as welfare leave, and the unused part (not exceeding 25% of the number of days of such leave available in the current year) may be extended to March 31 of the following year; If the employee does not agree to the extended use or non-use of such leave, it shall be deemed as a waiver, and the hotel shall have no obligation to convert it into money or in-kind compensation, therefore, the hotel shall not pay any compensation.
- 逾期仍未休完的如酒店未能安排员工享用法定年休假，则对员工应休未休的法定年休假天数，公司将按照法律规定支付年假工资报酬。如酒店安排员工享用法定年休假，但员工因本人原因不休法定年休假的，必须向酒店提交书面的说明，表示系由于其本人的原因不欲休假。在此情况下，酒店依法仅须支付其正常工作期间工资收入。超出法定年休假之外的天数为福利年休假，未休部分（最多不得超过当年度可享受的该等休假天数的25%）可顺延至次年的3月31日前使用；如员工不同意顺延使用或不使用该类休假的，则视为自动放弃，酒店无义务折算为现金形式或实物形式的补偿，即酒店无需支付任何补偿。
- Sick Leave病假
- An employee is entitled to one day all pay of sick leave per month. This is non-cumulative. Must show proof of medical certificate
- 员工每月享有一天全薪病假（假期不累计），并应提供相应的医院诊断证明。
- An employee who is sick and who produces a certificate from the appointed Hospital will be granted sick leave in accordance with the Hotel Medical Policy.
- 依据酒店医疗政策，出示指定医院的诊断证明后，员工可以休病假。
- The Human Resources Department is responsible for administration of the sick leave benefit and the maintenance of correct and up-to-date sick leave records.
- 人力资源部负责病假福利的管理和病假记录的更新与修正。

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- If upon expiration of the authorized sick leave period the employee fails to return to work, he will be marked absent without leave unless he notifies the office that his sickness or injury warrants additional leave and the claim must be supported by another medical certificate. Department Heads are to report such incidents to the Human Resources Department without delay.
- 如果病假期结束而员工并未返回工作，该员工将被记旷工，除非该员工已通知酒店追加其病假天数并出示另一份诊断证明，部门经理需第一时间通知人力资源部。
- Refer: The regulation of enterprise worker sick or Not injured because of the work medical treatment period stipulation
- 参考：企业职工患病或非因工负伤医疗期规定
- Regulations
- 相关制度
- For one sick leave day, a sick leave certificate is to be presented to supervisor for approval on the 1st day of resuming duty.
- 若休1天病假，诊断证明需在恢复工作后的第一天上交部门经理批准。
- For sick leave over 3 days, a sick leave certificate should be forwarded to the Human Resources Department beforehand. Prolonged sick leave certificate should reach the Human Resources Department every 7 days.
- 若休假超过3天，诊断证明必需提前上交人力资源部，延长假期的诊断证明需每隔7天上交人力资源部。
- The following situations will not be considered valid basis for sick leave and will merit disapproval of the application for sick leave.
- 发生下述情况将不被视为病假，并且病假申请也不予批准。
- Injuries resulting from fights or brawls caused by the employee.
- 员工斗殴受伤。
- Intentional or self-inflicted injuries.
- 自身伤害。
- Employee is on maternity leave, Annual Leave or is on Unpaid Leave.
- 员工在休产假、年假或无薪假期间。

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- Maternity Leave 产假
- Maternity Leave regulations apply as stipulated in the People's Republic of China ordinance. Employees who has passed probation will be entitled to Maternity Leave according to the Government Legislation. It currently include the following:
- 产假政策将按照中华人民共和国的法律规定，通过试用期的员工可以依据政府法规休产假。政策如下：
- Postnatal recuperation – 158 calendar days (15 leave days prior to delivery is permitted upon employee's request and this is included in the 158 days.
- 产后恢复 – 158天日历日（可依据员工需求分娩前15天开始休假，此假期包含于158天内）。
- In addition, extra days are granted for the cases of:
- 同时，下述情况发生，可准许额外假期：
- A) Dystocia – 15 days
- 难产 – 15天
- B) Multiple Birth – 15 days/Every additional birth
- 多胞胎 – 15天/每多一胎
- If the pregnancy is aborted before 4 months of pregnancy, 15 days of maternity leave shall be enjoyed; Those who miscarry after 4 months of pregnancy are entitled to 42 days of maternity leave
- 怀孕未满4个月流产的，享受15天产假；怀孕满4个月流产的，享受42天产假
- Please consult the Human Resources Department for details.
- 请向人力资源部咨询详细情况。
- Feeding Leave 哺乳假
- According to the government policy, the female employee after confinement is entitled to Feeding Leave of 60 minutes per day until her baby reaches the age of one.
- 根据政府规定，女员工在产后可享有每天60分钟的哺乳假，直到孩子年满一周岁。
- Feeding leave is only valid on the day and no accumulated.
- 哺乳假应于当日有效，不得累计。

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- **Paternity Leave男员工陪产假**
- Employees will be entitled to 15 calendar days Paternity Leave according to the local policy. Probationary employees are not entitled to paid paternity leave.
- 根据本地规定男员工享有15天日历日有薪陪产假。试用期将不享有陪产假。
- **Marriage Leave婚假**
- Employees who has passed probation will be entitled to 13 calendar days Marriage Leave according to the Government Legislation. The application for leave must be approved by the Department Head in advance and forwarded to the Human Resources Department. A copy of the Marriage Certificate must be submitted to the Human Resources Department
- 通过试用期的员工将按政府规定享受13天日历日婚假。婚假申请需提前由部门批准并提交人力资源部。结婚证的复印件需上交人力资源部。
- **Compassionate Leave丧假**
- Associates shall be granted 3 consecutive calendar days paid compassionate leave in case of death of immediate family member.
- 在员工直系亲属死亡的情况下，员工可享受连续3天日历日的带薪丧假。
- Immediate family members include: father/mother, spouse, child, father-in-law and mother-in-law
- 直系亲属包括：父母、配偶、子女及配偶的父母。
- Associates shall be granted 1 calendar day paid compassionate leave in case of death of non-immediate family member.
- 在员工非直系亲属死亡的情况下，员工可享受连续1天日历日的带薪丧假
- Non-Immediate family members include: sister/brother and grandparents.
- 旁系亲属包括：兄弟姐妹、祖父母及外祖父母。
- Ambassador shall inform the Department Head when taking compassionate leaves. Application for compassionate leave is required to be supported with the relevant documents as evidence to the Human Resources Department.
- 员工在休此假时应通知部门经理，并将有关证明提交人力资源部作审核批准之用。

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- Prenatal Check产前检查
- According to The Special Rules on the Labor Protection of Female Employees, the time spent by pregnant female employees on prenatal check during labor hours shall be included in labor hours.
- 按照《女职工劳动保护特别规定》，怀孕女职工在劳动时间内进行产前检查，所需时间计入劳动时间。
- Pregnant female employees shall inform department of the date of prenatal check 3 days in advance according to the arrangement of doctor.
- 怀孕女职工应根据医生的安排，须提前3日向部门告知产前检查时间。
- After the prenatal check, the record should be submitted to HR for filing immediately; if it is not provided, the date taken will be processed as unpaid leave.
- 产前检查结束后，须立即向人力资源部提交检查记录用于存档；未能提供检查记录的，将被视为事假处理。
- Unpaid Leave事假
- Should associates apply for unpaid leave for emergency, they should inform respective department head immediately, complete the application procedure in hotel in 2 days.
- 员工遇特别事故，如：交通事故、住院（出具住院证明），家遇盗窃等，必须于当日致电通知部门经理，并于二个工作日内到酒店办理有关请假手续。
- Should associates apply for unpaid leave for personal issue, application should be submitted department head for approval for 1 day in advance, and get HR final approval. For Any emergency associate should call department head immediately and get approval, and complete the application in the next day.
- 员工因事请假，须提前一天向直属主管或经理申请，填写《请假单》，经部门经理批准后转送人力资源部审核后方能生效，倘因突发事情不能预先申请，员工应予请假当日亲自打电话向部门经理请假，且需经其批准，并于复工当日补办请假手续。
- Salary will be deducted accordingly.
- 每休事假一天，扣除当日全部工资。
- All unpaid leave must get final approved by General Manager.
- 有事假必须得到总经理的最后批准，才予以认可。

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- For unpaid leave less than 3 days must get approved by respective Department Head prior to the application, for unpaid leave more that 3 days and less that 7 days must get approved by respective Excom, for unpaid leave more than 7 days must get approved by General Manager prior to the application.
- 对于申请3天以内的无薪假，在申请假期前必须提前得到所属部门经理的批准；对于申请3天以上7天以内的无薪假，在申请假期前必须提前得到所属部门行政委员会的批准；对于申请7天以上的无薪假，在申请假期前必须提前得到总经理的批准。
- Unpaid leave will affect the calculation of annual bonus.
- 员工享受事假将影响到年度奖金的计发。

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