	RESOURCE LIBRARY – HUMAN RESOURCES Vacation Entitlement	<i>CODE:</i> 04.01.036
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OBJECTIVE:目的:

- To provide guidelines for the administration of vacation.
为休假管理提供指导方针。
- To avoid accumulation of vacation days.
避免假日累积。

APPLICATION:应用:

A vacation request system should be set up for application to all employees, and submitted to the manager responsible for approval.

应制定适用于所有员工的休假申请制度，并提交给负责审批的经理。

It is important that there is a means of controlling vacations to avoid over accumulation and last minute releases at the end of the year.

重要的是，要采取合适的控制休假的手段，以避免过度积累和年底集中休假的情况。


Vacation requests should be approved according to the demands of the operations business levels first and the employees' wishes second.

首先要根据运营业务层面的需求，其次根据员工的意愿，批准休假申请。

STATEMENT OF POLICY

政策声明

1. Annual vacation entitlements will be given in accordance with the local Labor Law and salary will be paid in full during the vacation.
按照当地劳动法给予带薪年假权利，并全额支付休假期间的工资。
2. Money in lieu of vacation time will not be paid. This is based on the belief that a vacation makes an important contribution to the health and well being of our employees and vacation time may not be taken if money was seen as alternative.
休假期间不再支付奖金。其理由是，人们相信，休假对员工的健康和福祉作出了重要贡献，如果将奖金视为替代物，将不可能有休假时间。
3. In the first year of employment, holidays are calculated pro-rata on the Labor Law terms.
在入职后的第一年，假期根据《劳动法》的条款按比例计算。
4. Staff vacation accruals should not be allowed to accumulate beyond a maximum of two years entitlement.
员工休假累积日最长不允许超过两年。
5. Public Holidays occurring during the vacation will be considered as part of the vacation entitlement and will not extend the entitlement, as per the local Labor Law.
根据当地《劳动法》规定，休假期间发生的公共假日将视为应休假期的一部分，并不会延长应休假期。
6. Although every effort will be made to allow staff to take a vacation during the dates of their choice, managers are within their rights to refuse a vacation request if the business demands require so.

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虽然公司将尽一切努力让员工在他们所选择的日期休假，但如果业务需求不允许的话，经理们有权拒绝休假请求。

7. If employees are due to take vacation but are prevented from doing so by certified sickness, the vacation can be taken later following the re-submission of the vacation request.
如果员工因患医院证明的疾病而无法休假，可在随后重新提交休假申请后休假。
8. If an employee falls sick during vacation, the vacation is considered taken.
如果员工在休假期间生病，则视为休假。