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OBJECTIVE:目的:

- To ensure a systematic control on sickness and related absence is in place.
确保有关疾病和相关缺勤的系统控制落实到位。
- To protect the employee's and the company's rights with regard to sickness remuneration and absence from work.
保障员工和公司关于患病期间薪酬和缺勤的权利。

APPLICATION:应用:

Employees who are genuinely sick are not expected to work. They should not be encouraged to work as it is neither good for the sick employee, their colleagues nor the guest.

确实生病的员工，不要求其继续工作。不宜鼓励生病员工继续工作，因为这既不利于患病员工本人、他们的同事，也对客人没有好处。

A reliable system for recording absence through sickness must be in place in all hotels and the results communicated to the Hotel Manager every quarter.

所有酒店都必须设置记录因病缺勤的可靠系统,每季度将结果传达给酒店经理。

Unusually high absence rates by individuals or departments must be investigated by the HR Department with the support of the respective Dept. Head and actioned as soon as possible.

个人或部门的缺勤率异常高时，人力资源部必须进行调査，各部门主管要提供支持，并尽快付诸行动。

The employee's entitlement with regard to sick pay is to be made known through the staff handbook as well as the notice board. The entitlement is to be determined by referring to the local Labor Law of the Country in question.

关于病假工资的员工权利，要通过员工手册以及布告栏进行公告。员工权利金要通过参考有关国家的当地《劳动法》的规定予以确定。

STATEMENT OF POLICY

政策声明

1. Employees who are unable to work due to sickness must inform the manager responsible 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负责的经理。
2. The employee must visit or be visited by the hotel doctor/nurse as soon as possible thereafter, to verify the sickness. The Personnel Manager must be informed of sick employees unable to work so that the necessary care can be arranged for food, medicines etc.
此后员工必须尽快去看酒店医生/护士或让他们过来，以查明疾病。必须将无法工作的生病员工告知人事部经理，以便安排食品、药品等必要的护理用品。
3. Employees who are off-duty due to sickness during their probationary period are not entitled to pay for that time off (as per Labor Law).
试用期内因病下岗的员工，无权获得请假期间的工资（按《劳动法》规定）。

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4. The maximum amount of sick leave allowed in one year will not exceed ninety days, or as per local Labor Law.
 一年内允许的最长病假天数不得超过九十天，或按当地《劳动法》规定执行。
5. Payment of sick leave is to comply with the Labor Law in the country of employment.
 病假支付按入职国家的《劳动法》规定执行。
6. No pay entitlement will be considered for employees who are sick due to over consumption of alcohol or narcotic drugs and such cases will not be accepted lightly.
 因过度酗酒或服用麻醉药品而生病的员工，对其工资权益不予考虑，这种情况也不能轻易罢休。

An employee may not be terminated because of sick leave until their full sick leave entitlement has expired and a medical opinion is received as to the nature and extent of the sickness- as per local Labor Law.

在员工的应享病假过期前，不得因为病假而解雇员工，须根据医生对疾病的性质和程度的意见，按照当地《劳动法》规定执行。