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OBJECTIVE:目的:

- To ensure that this occasion is given its due importance within the company.
确保公司内部对这种场合给予应有的重视。

APPLICATION:应用:

This policy applies to Managers/General Manager and other staff who have at least 10 years of service with us, at the age of retiring.

本政策适用于经理/总经理和其他到退休年龄时已在际酒店服务至少10年的员工。

STATEMENT OF POLICY

政策声明

- The official age at which Managers/General Managers and any other hotel employee is required to retire from working, is 60 years of age. By special approval of the Chief Executive Officer, and following a full medical examination, this may be extended for up to a maximum of 3 years (i.e. until 63 years of age).
际酒店的经理/总经理和其他任何酒店员工要求从工作岗位退休的任职年龄是60岁。经首席执行官的特别批准，并进行全面体检后，可延长退休年龄，但最多延长3年（即工作至63岁）。
- The retiring employee is required to notify the General Manager of his retirement (or company President in the case of a retiring General Manager), in writing, at least three months prior to his 60th birthday.
即将退休的员工需要在60岁生日前至少提前3个月以书面形式将其退休的情况通知总经理（在总经理退任情况下通知公司总裁）。
- The hotel of the retiring employee will organize a generous retirement party and appropriate gift, in close communication with the area Vice President/President. All staff may be invited to attend the party. For a retiring General Manager, other company General Managers should be invited to attend, as well as any Key Personnel in other hotels with whom he may have worked in the past.
退休员工所在的酒店经与区域副总裁/总裁密切沟通后，将组织一次气派的退休聚会并准备合适的礼物。所有的员工均可能受邀参加聚会。对于退任的总经理，应邀请其他公司总经理以及其他际酒店过去曾一起共事过的所有关键人员出席。
- In appreciation of his/her service to the company, the retired employee will be entitled to free Health Club membership and accommodation and F & B discount benefits as per HR 5.1, for up to 20 years following his/her retirement. An identity card will be presented at the time of retirement for this purpose, but room reservations must be made through the Head Office
为了感谢退休员工对公司所作出的贡献，员工在退休后均有权按照HR 5.1享有健康俱乐部免费会员资格、住宿和餐饮折扣优惠，时间可长达20年。为此，退休时须出示身分证，但必须通过际酒店总部预订客房